



Wednesday, June 16, 2021

**Budget Hearing and Regular Meeting of the Board of Directors
of the Hood River County Transportation District**

224 Wasco Loop, Board Conference Room

Hood River, OR 97031

4:00 p.m. – 4:30 p.m. Budget Public Hearing

4:30 p.m. – 6:00 p.m. Board of Directors Meeting

Agenda

The Hood River County Transportation District is taking measures to limit exposure of COVID-19. In support of state and federal guidelines for social distancing, CAT will hold this meeting by using Zoom conferencing technology. Members of the general public can attend by calling **(253) 215-8782**, **Meeting ID: 819 0940 4683**, **Password: 904438** or **visiting** <https://us02web.zoom.us/j/81909404683?pwd=VFJlWXo2b3ZwVjVRYTloWGtPem1WUT09>

Budget Public Hearing

- 1. Call Meeting to Order – 4:00 p.m.**
- 2. Roll Call:** Lara Dunn - Chair, Leti Moretti – Vice Chair, Darrell Roberts – Secretary/Treasurer, Eleazar Reyes, Greg Pack, Bridget Bailey, Megan Ramey.
- 3. Public Hearing** **Pages 3-6**
 - a. Public Hearing for Fiscal Year 2022 Operating and Capital Budget
- 4. Adjournment – no earlier than 4:15 p.m.**

Regular Board of Directors Meeting

- 1. Call Meeting to Order – 4:15 p.m. or immediately after the Budget Public Hearing**
- 2. Roll Call:** Lara Dunn - Chair, Leti Moretti – Vice Chair, Darrell Roberts – Secretary/Treasurer, Eleazar Reyes, Greg Pack, Bridget Bailey, Megan Ramey.
- 3. Approval of May 19, 2021 Board of Directors Minutes – Lara Dunn** **Pages 7-13**
- 4. Public Comment**

Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. **Please note the following instructions:**

1. To indicate that you would like to provide testimony, please use the raise your hand button.
2. For those attending via phone only, press *9 on your phone to raise your hand.
3. When it is your time to speak, your name will be called.
 - For those attending via phone only, the last four (4) digits of your phone number will be called.



4. Please state your name, city of residence, and who you are representing for the audio record.
 - Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided.
5. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at john.andoh@catransit.org
6. Three (3) minutes per community member.

5. Monthly Financial Report - Teresa Gallucci, Our Team Accounting **Pages 14-22**

6. Resolutions & Action Items

- a. Resolution: Adoption of the Fiscal Year 2022 Operating & Capital Budget – Patty Fink **Pages 23-39**
- b. Approval of Employment Contract with Patty Fink – Lara Dunn **Pages 40-47**
- c. Adoption of a Board Member Pass Program – John Andoh **Pages 48-50**
- d. Adoption of a Wheelchair Securement Policy – John Andoh/Ty Graves **Pages 51-53**

7. Operations Manager's Report – Ty Graves **Pages 54-56**

- a. Employee of the Month
- b. Performance Report

8. Executive Director's Report – Patty Fink and John Andoh - 5:00 p.m. **Verbal**

- a. GORge Pass Implementation & Sales Update – Patty Fink
- b. Multnomah Falls Update – Patty Fink
- c. Regional Transit Strategy/Vision Around The Mountain Update – Patty Fink
- d. City of Hood River Coordination Update – John Andoh
- e. Cascade Locks Service Planning Update - John Andoh
- f. Gorge 2 Mountain Service Planning Update – John Andoh
- g. New Bus Stops Update – John Andoh
- h. Legislative Update – John Andoh & Patty Fink

9. Discussion Items

- a. Employee Sick Leave – Patty Fink **Pages 57-58**
- b. Transit Master Plan Kickoff – Patty Fink and John Andoh **Pages 59-77**

10. Board Member Topics For Future Discussion

11. Upcoming Events

12. Adjournment – 6:00 p.m.

To request a reasonable accommodation or language interpreter, including alternative formats and translation of printed materials, please contact CAT's Administration Office no later than 48 hours prior to the meeting at 541-386-4202 (voice) or 7-1-1 (TTY through Oregon Relay Service).

Take CAT to the Meeting! Call (541) 386-4202 for more information on routes and services that come to the CAT Administrative Offices. Masks are required to be worn while on CAT buses and at CAT offices.

Se Habla Español.

Memo

To: Hood River County Transportation District Board of Directors

From: Patricia Fink, Executive Director
John Andoh, Assistant Executive Director

Date: 6/9/2021

Re: Public Hearing for Fiscal Year 2022 Operating and Capital Budget

Background

In compliance with the State of Oregon Local Budget Law, the 2021-2022 (FY22) Budget beginning July 1, 2021 and ending June 30, 2022 is submitted to the Board of Directors for approval. As prepared and submitted, the annual budget is intended to serve as a financial plan for the Board's goals for the coming fiscal year. To that end the Budget should:

- Outline the forecasted expenditure requirements to meet those goals and the proposed means for financing those requirements.
- Provide a financial overview of the use and deployment of personnel, materials and services during the fiscal year.
- Offer guidance to the Board & District on overall operational priorities and expenditures.

The Budget Committee reviewed the draft budget on May 5, 2021 and June 3, 2021 and provided feedback to set the framework for the final budget being presented. On June 3, 2021, the Budget Committee recommended approval of the budget with the following additions:

- Adding \$20,000 to replace or repair the HVAC system that is failing after 10 years of use.
- Approving the local tax rate at 0.0723 per \$1,000. (No change from previous years).

Issues or Impact

Staff in compliance with Oregon Budget Law issued a Notice of Budget Hearing to the Columbia Gorge News and posted the budget documents online on CAT's website. Additionally, the budget was available for review at the CAT's Office for the 15 day review period.

The Board has outlined the following goals for the FY22 Budget:

- Ensure a coordinated, thoughtful transition between Executive Directors.

- Begin the formal update to the Transit Master Plan.
- Market & relaunch the multi-provider GOrge Pass.
- Expand services including:
 - Evening & Weekend Services
 - Hood River City Route (evening & weekend)
 - Summer Weekend Upper Valley
 - Summer Weekend Cascade Locks
 - Community Circulator Service
 - Cascade Locks
- Explore innovative options and implement solutions to address specific transportation needs:
 - Local NEMT & Door through Door
 - After hour (hotel/bar/restaurant) shuttle
 - Gorge to Portland Medical Van

Action Required

In order to comply with Oregon Revised Statutes 294 regarding preparation, review and adoption of an operating and capital budget, the Board of Directors shall conduct a public hearing regarding the Operating and Capital Budget for FY 2022. The Board of Directors will take action on the formal adoption of the budget during the regular meeting on June 16, 2021.

Recommendation

Staff recommends that the Board of Directors conduct a public hearing to receive comments from the public regarding the Operating and Capital Budget in compliance with Oregon Local Budget Law.

Attachment:

Form LB-1 – Notice of Budget Hearing.

**FORM
LB-1****NOTICE OF BUDGET HEARING**

A public meeting of the _____ will be held on _____ at _____ ☐ a.m. at _____
(Governing body) (Date) ☐ p.m.

_____, Oregon. The purpose of this meeting is to discuss the budget for the
(Location)

fiscal year beginning July 1, 20_____ as approved by the _____ Budget Committee. A summary of
(Municipal corporation)

the budget is presented below. A copy of the budget may be inspected or obtained at _____
(Street address)

_____ between the hours of _____ a.m., and _____ p.m., or online at _____ This

budget is for an ☐ annual; ☐ biennial budget period. This budget was prepared on a basis of accounting that is: ☐ the same as; ☐

different than the preceding year. If different, the major changes and their effect on the budget are:

Contact	Telephone number	E-mail
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FINANCIAL SUMMARY—RESOURCES

TOTAL OF ALL FUNDS	Actual Amounts 20____–20____	Adopted Budget This Year: 20____–20____	Approved Budget Next Year: 20____–20____
1. Beginning Fund Balance/Net Working Capital			
2. Fees, Licenses, Permits, Fines, Assessments & Other Service Charges...			
3. Federal, State & all Other Grants, Gifts, Allocations & Donations			
4. Revenue from Bonds & Other Debt			
5. Interfund Transfers/Internal Service Reimbursements			
6. All Other Resources Except Current Year Property Taxes			
7. Current Year Property Taxes Estimated to be Received			
8. Total Resources —add lines 1 through 7			

FINANCIAL SUMMARY—REQUIREMENTS BY OBJECT CLASSIFICATION

9. Personnel Services			
10. Materials and Services			
11. Capital Outlay			
12. Debt Service			
13. Interfund Transfers			
14. Contingencies			
15. Special Payments			
16. Unappropriated Ending Balance and Reserved for Future Expenditure			
17. Total Requirements —add lines 9 through 16			

FINANCIAL SUMMARY—REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM*

Name of Organizational Unit or Program			
FTE for Unit or Program			
Name			
FTE			
Name			
FTE			
Name			
FTE			
Name			
FTE			

Name			
FTE			
Not Allocated to Organizational Unit or Program			
FTE			
Total Requirements			
Total FTE			

STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING*

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (Rate Limit Per \$1000)			
Local Option Levy			
Levy for General Obligation Bonds			

STATEMENT OF INDEBTEDNESS

Long Term Debt	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, but not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings		
Total		

*If more space is needed to complete any section of this form, use the space below or add sheets.

Wednesday, May 19, 2021
Hood River County Transportation District
Regular Meeting of the Board of Directors
224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00 p.m. – 5:30 p.m.
Meeting Minutes

Board Meeting Attendees:

Board Members: Lara Dunn, Darrell Roberts, Leti Moretti, Greg Pack, Bridget Bailey, Megan Ramey

Public: Valerie Egon (ODOT)

Staff: Patty Fink, John Andoh, Amy Schlappi, Ty Graves, Teresa Gallucci (Our Team Accounting)

1. Call to Order

Lara called the May Board Meeting to order at 4:23 p.m.

2. Approval of the Minutes

Lara asked for comments on the minutes from the April 2021 Board of Directors Meeting. There were no comments.

Motion:

A motion was made by Leti and seconded by Megan to adopt the minutes from the April 2021 Board of Directors Meeting

Approve: Lara, Leti, Megan, Greg, Bridget

Absent: Eleazar, Darrell

Bridget joined the meeting during this item.

3. Public Comment

Lara asked if there was any public comment. There was none.

4. Financial Overview

Teresa from Our Team Accounting provided a financial review of the District's financial activities for the month of April 2021. The District ended April 2021 with \$1.2 million in the bank account. Grant receivables are at \$165,000 currently based on five different grants. Prepaid expenses ended with \$22,000. Accounts payable was paid in full by the first week of May, which was \$3,000. The credit card balance was \$4,000. Patty stated that the District intends to end the fiscal year with \$400,000 more than what was available last year of which \$330,000 is related to STIF.

5. Resolutions & Action Items

a. John as co-signer for bank account

John explained as part of the transition plan of Executive Directors that staff felt it was needed to add John to the bank account.

Motion:

A motion was made by Megan and seconded by Leti to add John as a signer on the bank account.

Approve: Lara, Leti, Megan, Greg, Bridget, Darrell

Absent: Eleazar

Darrell joined the meeting during this item.

b. Delegation of Authority

John explained the item, requesting that the Board consider authorizing delegation of authority of Executive Director duties to the Assistant Executive Director during the traditional period at the Executive Director's discretion so that there is not a need to update policies and procedures to add the Assistant Executive Director.

Motion:

A motion was made by Leti and seconded by Bridget to have Executive Director at her discretion to delegate duties and responsibilities to the Assistant Executive Director during the transition period ending June 30, 2022 .

Approve: Lara, Leti, Megan, Greg, Bridget, Darrell

Absent: Eleazar

c. Vision, Mission, Guiding Principles

John explained this item regarding the development of a vision, mission and values statement and that it was drafted in coordination with Heidi Venture in August 2020. The Board had discussion on the matter, including reviewing of the samples of the vision, mission and guiding principles. Bridget expressed some comments regarding the guiding principles. Patty clarified that the Board has not finalized the vision, mission and guiding principles as they have remained in the draft. Megan suggested that the word something to do with equity be added to the vision. Leti concurred with Megan and liked how short the statements were and how they connected people and communities.

Bridget asked if John can review the mission statement for the next 60 days. John stated that he felt comfortable with the mission statement and defines the direction of where the District is going.

Motion:

A motion was made by Megan and seconded by Bridget to adopt the draft vision, mission and values with the addendum to adding Hood River County, accessible, equitable and more sustainable future.

Approve: Lara, Leti, Megan, Greg, Bridget, Darrell
Absent: Eleazar

d. Bylaws Amendment

John explained the bylaws amendment to add a Treasurer to the Board of Directors based on recommendations from the auditor and good practice to have additional Board oversight over finances. John explained the three options and recommended option 2. Bridget asked for an explanation of the pros and cons of the three options. Patty explained the role of the Executive Committee and that adding four officer positions may result in making these meetings as a quorum. She also explained the role of the current secretary role. John explained that if the Board desire to have these meetings noticed, and there was a need to go into Executive Session, that the Executive Committee could do so. Bridget asked about transparency of these meetings. Patty explained the role of how the Executive Committee was in the past. Lara restated the role of Executive Committee and stated that she would not like to add additional burden for more meetings. The Board had more continued discussion on the matter. Bridget asked the chair to call for the vote.

Motion:

A motion was made by Bridget and seconded by Megan to adopt the third recommendation of staff (to designate the Secretary as also the Treasurer of the Board).

Approve: Lara, Leti, Megan, Greg, Bridget, Darrell
Absent: Eleazar

6. Director's Report

John introduced this item and mentioned that he will discuss about items a, h and i, Patty would discuss items c, d, f and g and Ty would discuss items b and e.

a. Executive Director/Assistant Executive Director Responsibilities

John highlighted responsibilities and duties that Patty and he is working on as part of the transition and that staff is internally working through a matrix of duties to ensure that there is no duplication of effort as well as the division of duties. Patty stated that she is pleased with the transition so far.

b. Operations Report

Ty presented the Operations Report and discussed the transit system's performance in the month of April. He mentioned that the on-time performance reports are now done. He mentioned that Chelsey Thomas was the employee of the month. John requested to discuss the implementation of a customer service flyer. The Board provided support for the flyer and Leti suggested that it is also translated in Spanish, which John stated he will.

c. GOrge Pass Sales Update

Amy provided an update on the GOrge Pass.

Patty provided an update on the implementation of the multi-agency GOrge Pass and discussed the City of Hood River approval to purchase downtown employee bus passes.

e. Dog Mountain Shuttle Update

Ty provided an update on the Dog Mountain Shuttle service including service statistics.

f. Regional Transit Strategy/VAM Update

Patty updated the efforts of the scope related to the Regional Transit Strategy and that the Vision Around The Mountain project is almost complete. She stated that there have been differences of opinion between CAT and MCEDD on this matter. She further mentioned about future transit service levels along SR-35 and the work with Mt. Hood Meadows on the development.

g. MCEDD/CAT Update

Patty discussed the current relationship between CAT and MCEDD. She summarized that CAT would be the designated as the fiscal agent for the GOrge Pass program.

h. Transit Master Plan Update

John summarized the Transit Master Plan (TMP) process and that the project has officially been internally kicked off. He mentioned that ODOT approved the grant for \$60,000 and that Patty developed a Gantt Chart on how the Transit Master Plan would be completed. He also mentioned that he would like to schedule a TMP Committee with Megan, Leti and Lara to discuss the elements of the TMP. Patty mentioned that we will schedule an equity committee meeting with Megan, Leti and Bridget to discuss the Community Engagement Plan and the new software called Mapionnaire.

i. Budget Committee Update

John summarized the Budget Committee and the questions that came from the Budget committee, including spending down some of the reserve amounts. The 2nd May Budget Committee meetings would be canceled, and the next meeting will be in June to seek approval to recommend the budget to the Board. Patty mentioned her efforts in relation to finalizing the budget, including development of options for spending down reserve funds, including the upcoming union negotiations that would occur next year.

7. Discussion Items

a. Reserve Fund

John summarized this item and mentioned that the Budget Committee suggested that the Board have a discussion regarding spending down the reserves to be

within the Board adopted policy of four to six months. John summarized some of these concepts that could be funded with the reserves. Patty also summarized possibilities that the Board could consider, including transit-oriented development, facility expansion and additional buses. Lara asked about facility expansion and the process on how that could occur. Patty explained how that could work. Leti asked about capital funding. Patty mentioned that capital funding is easier to obtain vs. operating funding. Patty requested the Board provide some direction on this matter. Leti stated that we should not have this much money in the bank and should be spending it down. John suggested that we included this in the Transit Master Plan update and work with the TMP Committee. Lara stated she liked the idea that the TMP Committee can review and provide recommendation to the Board.

Patty provided an update on Multnomah Falls Update, as this was missed during the technical difficulties that occurred during the Director's Report. She mentioned that a flagger will begin on Memorial Day Weekend. She also mentioned that Travel Oregon grant to launch a permit system was not approved. She mentioned that she would like to talk with the Board later regarding helping fund implementation of a parking permit program at Multnomah Falls. She also mentioned that ODOT will not be running the Multnomah Falls Shuttle and that ODOT will fund overcrowding concerns from Gateway Transit Center, if needed. Lara asked about the ODOT funded shuttle to Rooster Rock State Park. Patty responded to her question on the matter.

8. Member Topics

Leti contacted Brian about the 5th Director seat and that he mentioned that they did not have the name until the protest period has concluded. She also talked about her participation on the Historic Highway Committee and that support from CAT staff regarding bus shelters and bus stops on gateway project in Hood River. Megan asked for more information about the meeting. Patty summarized the efforts of the City regarding making Cascade Avenue the focal point for entering the City of Hood River with enhancements to sidewalks, transit stops and bicycle lanes. Megan summarized her participation in the focus groups with the Historic Highway Committee, including the development of urban trails and connecting walking, biking with tourism.

John mentioned as regional meetings occur, he will forward to the Board for consideration.

Bridget asked about three things she wanted to talk about. The first one is in relation to community leaders in the Gorge riding transit and CAT staff promoting transit service to them to use CAT, as well as promote using CAT to meetings. She asked if we sell tickets for parking to set a framework to create revenue for the Gorge Commission. She mentioned that her dad was invited to be included on the Performance Arts Facility planning and asked if staff can be involved in providing shuttles as the facility is going to be placed in an area that is not ideal spot for service and parking. Patty mentioned that staff has been engaged with their consultant. Her final thought was how can we increase

trips to the Airport to increase ridership, especially to the first-time rider. Lara asked about how the park and ride lot works at CAT. Patty explained that we allow for overnight parking. Lara is concerned about the demand growing if this becomes a known issue. Patty explained that the lot has cameras and lighting. Lara mentioned she was not aware and that changes her concern. Bridget suggested talking to the Elk's about having parking for transit riders. Patty mentioned it is on her radar and that perhaps John can talk with them. Bridget mentioned that may be a good opportunity.

Megan asked about bikeshare. John summarized about the activities on developing a bikeshare program, as well as the development of an after-hours transportation program. Megan also provided an update of what is going on in the Heights and that there is a lot going on. She highlighted that ODOT is working on addressing many of the curb cuts by making them ADA compliant. She talked about the Walk Audit for Safe Routes to School.

9. Upcoming Events

Amy mentioned that the next Board Meeting will be on June 16th and that it would be a budget hearing.

Bridget asked when her term is up and asked about coming back to in-person meetings as while zoom meetings have been helpful, we are at a distance. Patty asked how many Board Members are vaccinated. All the Board Members mentioned that they are. Patty suggested that we can have Zoom and in-person meetings. Lara likes that idea and suggests that we get a rotating camera. Patty stated we will investigate that.

John congratulated Leti for being on the Hood River County Planning Commission. The Board congratulated her. Leti said she was excited for the new opportunity. Patty asked for assistance in coordinating with the County's Planning Department. Leti stated she will assist.

10. Executive Session ORS 192.660A – Executive Director Review

Lara announced that the Board of Directors will be going into an Executive Session to review the Executive Director's performance under ORS 192.660A at 6:20 p.m.

The Board returned out of Executive Session with direction to prepare an employment agreement for the Executive Director for the final year of service with payout of benefits as well as increase in compensation amount for approval at the June 2021 Board of Directors Meeting.

11. Adjournment

Lara asked for a motion to adjourn the meeting.

Motion:

A motion was made by Bridget and seconded by Megan to adjourn the meeting.

Approve: Lara, Leti, Megan, Greg, Bridget, Darrell

Absent: Eleazar

The Hood River County Transportation District Board of Directors meeting minutes are *prepared and presented in summary form. Audio recordings of the meetings are on file at CAT and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact John Andoh @ john.andoh@rideCATbus.org or call (541) 386-4202.*

Management Report

Columbia Area Transit

For the period ended May 31, 2021



Prepared by

Our Team Accounting, LLC

Prepared on

June 7, 2021

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**Columbia Area Transit
Financial Statements Variance Analysis
Period Ending: May 31, 2021**

Balance Sheet

Cash Availability - Total available cash at the end of May 2021 was \$1.1m. This is approximately \$108k less than last month, but \$118k more than the same period last year.

Grants Receivable – This account represents work that has been earned for five grants but for which invoices submitted to the state have not yet been paid. A total of \$234k has been accrued. Payment may not be received until early next fiscal year.

Prepaid Expenses – Total prepaid expenses at the end of May were \$17k. The proportional expense amount recognized during the month for Workers Compensation, software and general liability insurance was \$4k. The balance at the end of May 2020 was \$23k, which is \$5k more than this year.

Accounts Payable – The amount due to vendors and not yet paid at the end of May was \$7k. All May bills were paid the first week of June. This amount is on par with both prior month and prior year at this time.

Credit Card – The amount owed on the credit card at the end of May was \$7k. This is \$4k more than April and \$7k more than last year at this time.

Deferred Revenue – A total of \$22k in grant funds from Columbia George Health Council as a one time distribution. These funds will be recognized as revenue as the related expenses are incurred during FY22.

Income Statement

Revenue – Total revenue earned YTD at the end of May was \$1.6m which is \$659k less than last year at this time. This reduction is comprised of \$145k less fare revenue, \$87k less Contract Revenue, \$86k less Federal grant revenue and \$426k less State grant revenue which mainly for the purchase of new buses. Budgeted earnings YTD through the end of May was \$2.5m. Actual is less than budget by \$888k.

COG Fuel – YTD Fuel expense at the end of May was \$103k, which is \$3k more than last year at this time but \$87k less than budget.

COG Operations - Preventative maintenance, tires, shop supplies and bus repair expenses at the end of May totaled \$59k, which is \$5k more than this period last year but equal to the amount budgeted.

COG Communication – Dispatch/GPS software and cellular data expenses YTD totaled \$32k which is \$8k more than this time a year ago and \$3k more than the amount budgeted.

COG Driver Expenses – As May 31st, \$10k has been spent for driver related expenses. This is \$2k more than last year at this time and \$1k more than the amount budgeted.

Advertising – YTD expense through the end of the last period was \$35k for Advertising. \$215k had been expended at this time last year, a \$181k variance. \$83k was budgeted for this expense, resulting in a budget savings of \$55k. In preparation for increased ridership, \$500 were spent for advertising during May.

Gross Profit – Overall, YTD gross profit is \$1.2m which is \$471k less than last year at this time and \$626k less than the amount budgeted. Most of the budget variance is due to timing of the receipt of funds being out of sync with budget expectations. Most significantly is the receipt of CARES Act funds in the amount of \$395k and capital grant funds for bus purchases in the amount of 440k.

Administrative Expense – Administration expenses YTD are \$132k. This is \$4k more than last year at this time. Professional services are \$1k more than prior year and team building expense was \$3k than prior year. Overall expense is \$1k less than the amount budgeted for this point in the year.

Personnel – Total YTD personnel costs incurred by the end of May were \$808k which is \$1k less than last year at this time and \$215k less than budget. This decrease is in large due to the reduced services caused by Covid.

Capital Outlay – An upgrade to the security system occurred which totaled \$11k. This was not a specifically budgeted item. \$650k has been budgeted for the purchase of additional buses that will be postponed to FY22. The \$36k received from the insurance company for the bus that was rear-ended has been recorded as an offset to equipment, thus resulting in a \$15k credit balance (revenue) to Capital Outlay. This is \$606k less than budgeted due to the postponed purchase of buses.

Net Income – YTD net income at the close of May was \$278k, which is \$202k better than last year at this time and \$196k better than the amount budgeted.

Columbia Area Transit

Statement of Financial Position

As of May 31, 2021

	TOTAL		
	AS OF MAY 31, 2021	AS OF MAY 31, 2020 (PY)	CHANGE
ASSETS			
Current Assets			
Bank Accounts			
1000 C. I. B. - Operating	61,836.94	82,719.45	-20,882.51
1005 C. I. B. - Savings	400,102.66	500,070.15	-99,967.49
1020 C. I. T. - H. R. County	642,538.86	403,534.93	239,003.93
1050 Petty Cash	93.00	97.00	-4.00
Total Bank Accounts	\$1,104,571.46	\$986,421.53	\$118,149.93
Accounts Receivable	\$0.00	\$0.00	\$0.00
Other Current Assets			
1205 Accounts Receivables - Property Tax	0.00	0.00	0.00
1210 Accounts Receivables - Grants	234,237.80	0.00	234,237.80
1270 Prepaid Expenses	17,319.53	22,737.31	-5,417.78
1998 Undeposited Funds	0.00	0.00	0.00
Total Other Current Assets	\$251,557.33	\$22,737.31	\$228,820.02
Total Current Assets	\$1,356,128.79	\$1,009,158.84	\$346,969.95
Fixed Assets	\$3,823,147.06	\$2,961,614.29	\$861,532.77
TOTAL ASSETS	\$5,179,275.85	\$3,970,773.13	\$1,208,502.72
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	\$7,037.13	\$6,593.44	\$443.69
Credit Cards			
2105 Columbia Bank Visa	7,223.97	240.89	6,983.08
Total Credit Cards	\$7,223.97	\$240.89	\$6,983.08
Other Current Liabilities			
2001 Accounts Payable - Audit Adj	0.00	0.00	0.00
2205 Deferred Revenue - Grants	22,500.00	0.00	22,500.00
2500 Accrued Payroll	-3,867.20	26,556.30	-30,423.50
2501 Accrued PTO	34,290.70	0.00	34,290.70
Total Other Current Liabilities	\$52,923.50	\$26,556.30	\$26,367.20
Total Current Liabilities	\$67,184.60	\$33,390.63	\$33,793.97
Long-Term Liabilities	\$4,255,719.22	\$4,255,719.22	\$0.00
Total Liabilities	\$4,322,903.82	\$4,289,109.85	\$33,793.97
Equity	\$856,372.03	\$ -318,336.72	\$1,174,708.75
TOTAL LIABILITIES AND EQUITY	\$5,179,275.85	\$3,970,773.13	\$1,208,502.72

Columbia Area Transit

Statement of Activity July 2020 - May 2021

	TOTAL		
	JUL 2020 - MAY 2021	JUL 2019 - MAY 2020 (PY)	CHANGE
Revenue			
4001 Fare Revenue	49,421.46	196,696.76	-147,275.30
4100 Contract Revenue	7,368.03	94,231.88	-86,863.85
4200 Federal Funds	374,042.28	433,339.16	-59,296.88
4700 State Funds	973,211.00	1,357,192.00	-383,981.00
4870 Local Assistance	200,109.64	173,586.32	26,523.32
4900 Other Revenue	4,058.26	12,391.50	-8,333.24
Discounts/Refunds Given	57.35		57.35
Total Revenue	\$1,608,268.02	\$2,267,437.62	\$ -659,169.60
Cost of Goods Sold			
5005 Vehicle Expense	2,317.96	2,773.05	-455.09
5019 Fuel	102,686.80	99,975.35	2,711.45
5020 Operation Expenses	59,819.92	54,776.89	5,043.03
5100 Communication Expense	32,400.30	24,468.76	7,931.54
5200 Vehicle Insurance	16,622.80	13,549.25	3,073.55
5500 Driver Expenses	10,068.35	7,720.31	2,348.04
5600 Advertising & Marketing	34,823.81	215,383.62	-180,559.81
5700 Grant/Contract Match Funds	139,457.75	173,676.12	-34,218.37
5899 COVID19 Expenses	7,227.79	896.41	6,331.38
Total Cost of Goods Sold	\$405,425.48	\$593,219.76	\$ -187,794.28
GROSS PROFIT	\$1,202,842.54	\$1,674,217.86	\$ -471,375.32
Expenditures			
7000 Administrative Expenses			
7003 Building Expenses	24,841.30	30,475.40	-5,634.10
7100 Office Supplies & Expenses	18,290.35	12,551.64	5,738.71
7300 Professional Fees	82,115.06	80,550.68	1,564.38
7400 Other Administrative Expense	7,285.06	4,615.35	2,669.71
Total 7000 Administrative Expenses	132,531.77	128,193.07	4,338.70
8000 Personnel Expense			
8003 Administrative Personnel Expense	161,166.81	183,269.78	-22,102.97
8103 Direct Service Personnel Expense	647,036.01	626,159.24	20,876.77
Total 8000 Personnel Expense	808,202.82	809,429.02	-1,226.20
9000 Capital Outlay	-15,413.82	661,405.27	-676,819.09
Total Expenditures	\$925,320.77	\$1,599,027.36	\$ -673,706.59
NET OPERATING REVENUE	\$277,521.77	\$75,190.50	\$202,331.27
NET REVENUE	\$277,521.77	\$75,190.50	\$202,331.27

Columbia Area Transit

Budget vs. Actuals: FY21 V2 - FY21 P&L

July 2020 - May 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
4001 Fare Revenue	49,421.46	128,000.00	-78,578.54	38.61 %
4100 Contract Revenue	7,368.03	88,000.00	-80,631.97	8.37 %
4200 Federal Funds	374,042.28	1,239,466.00	-865,423.72	30.18 %
4700 State Funds	973,211.00	871,800.00	101,411.00	111.63 %
4870 Local Assistance	200,109.64	129,500.00	70,609.64	154.52 %
4900 Other Revenue	4,058.26	39,500.00	-35,441.74	10.27 %
Discounts/Refunds Given	57.35		57.35	
Total Revenue	\$1,608,268.02	\$2,496,266.00	\$ -887,997.98	64.43 %
Cost of Goods Sold				
5005 Vehicle Expense	2,317.96	6,500.00	-4,182.04	35.66 %
5019 Fuel	102,686.80	190,000.00	-87,313.20	54.05 %
5020 Operation Expenses	59,819.92	59,550.00	269.92	100.45 %
5100 Communication Expense	32,400.30	29,150.00	3,250.30	111.15 %
5200 Vehicle Insurance	16,622.80	15,252.00	1,370.80	108.99 %
5500 Driver Expenses	10,068.35	9,175.00	893.35	109.74 %
5600 Advertising & Marketing	34,823.81	82,500.00	-47,676.19	42.21 %
5700 Grant/Contract Match Funds	139,457.75	275,000.00	-135,542.25	50.71 %
5899 COVID19 Expenses	7,227.79		7,227.79	
Total Cost of Goods Sold	\$405,425.48	\$667,127.00	\$ -261,701.52	60.77 %
GROSS PROFIT	\$1,202,842.54	\$1,829,139.00	\$ -626,296.46	65.76 %
Expenditures				
7000 Administrative Expenses				
7003 Building Expenses	24,841.30	31,295.00	-6,453.70	79.38 %
7100 Office Supplies & Expenses	18,290.35	13,775.00	4,515.35	132.78 %
7300 Professional Fees	82,115.06	83,030.00	-914.94	98.90 %
7400 Other Administrative Expense	7,285.06	5,466.00	1,819.06	133.28 %
Total 7000 Administrative Expenses	132,531.77	133,566.00	-1,034.23	99.23 %
8000 Personnel Expense				
8003 Administrative Personnel Expense	161,166.81	173,596.00	-12,429.19	92.84 %
8103 Direct Service Personnel Expense	647,036.01	849,323.00	-202,286.99	76.18 %
Total 8000 Personnel Expense	808,202.82	1,022,919.00	-214,716.18	79.01 %
9000 Capital Outlay	-15,413.82	591,242.00	-606,655.82	-2.61 %
Total Expenditures	\$925,320.77	\$1,747,727.00	\$ -822,406.23	52.94 %
NET OPERATING REVENUE	\$277,521.77	\$81,412.00	\$196,109.77	340.89 %
NET REVENUE	\$277,521.77	\$81,412.00	\$196,109.77	340.89 %

Columbia Area Transit

Statement of Cash Flows

July 2020 - May 2021

	TOTAL
OPERATING ACTIVITIES	
Net Revenue	277,521.77
Adjustments to reconcile Net Revenue to Net Cash provided by operations:	
1200 Accounts Receivable	95,263.82
1205 Accounts Receivables - Property Tax	0.00
1210 Accounts Receivables - Grants	-234,237.80
1271 Prepaid Expenses:PP - Ecolane SW	7,403.04
1272 Prepaid Expenses:PP - Samsara GPS Fleet Tracking SW	1,372.47
1273 Prepaid Expenses:PP - SDIS Vhcl & Gen Liab Insurance	-3,423.65
1274 Prepaid Expenses:PP - SDIS Workers Comp	-1,741.36
1275 Prepaid Expenses:PP - Fleetio Scheduler	-175.00
2000 Accounts Payable	-21,101.90
2105 Columbia Bank Visa	3,585.52
2001 Accounts Payable - Audit Adj	-4,965.84
2205 Deferred Revenue - Grants	22,500.00
2500 Accrued Payroll	-29,146.75
Total Adjustments to reconcile Net Revenue to Net Cash provided by operations:	-164,667.45
Net cash provided by operating activities	\$112,854.32
INVESTING ACTIVITIES	
1605 Equipment & Vehicles	-29,650.23
Net cash provided by investing activities	\$ -29,650.23
NET CASH INCREASE FOR PERIOD	\$83,204.09
Cash at beginning of period	1,021,367.37
CASH AT END OF PERIOD	\$1,104,571.46

Columbia Area Transit

Bill Payment List

May 2021

DATE	NUM	VENDOR	AMOUNT
1000 C. I. B. - Operating			
05/11/2021	21134	Mid Columbia Backflow, LLC	-211.00
05/11/2021	21135	Amalgamated Transit Union	-283.72
05/11/2021	21136	Jubitz Fleet Services	-872.01
05/11/2021	21137	Sign Media	-300.00
05/11/2021	21138	Hood River Garbage Service	-74.47
05/11/2021	21139	Pacific Power	-364.58
05/11/2021	21140	MODA	-749.08
05/11/2021	21141	Bohn's Printing	-57.39
05/11/2021	21142	Napa Auto Parts	-968.58
05/11/2021	21143	FLI Landscape	-225.60
05/11/2021	21144	UniteGPS LLC	-507.00
05/12/2021		City of Hood River - Utilities	-692.27
05/25/2021	21145	Association for Commuter Transportation	-575.00
05/25/2021	21146	Columbia Gorge News	-136.00
05/25/2021	21147	CTAA	-250.00
05/25/2021	21148	Hood River Quick Lube	-77.40
05/25/2021	21149	Jubitz Fleet Services	-736.59
05/25/2021	21150	Nick Herman Mobile Repair	-3,261.00
05/25/2021	21151	Northwest Natural Gas	-31.37
05/25/2021	21152	Spectrum Enterprise-Time Warner Cable	-99.99
05/20/2021		John Andoh	-2,000.00
05/28/2021	21153	Bohn's Printing	-78.18
05/28/2021	21154	Cascade Health Solutions	-50.00
05/28/2021	21155	Day Wireless Systems	-282.00
05/28/2021	21156	Lifemap	-330.45
05/28/2021	21157	Napa Auto Parts	-595.54
05/28/2021	21158	Nick Herman Mobile Repair	-1,390.00
05/28/2021	21159	Oregon State Police	-41.25
05/28/2021	21160	Oregon Transit Association	-450.00
05/28/2021	21161	Our Team Accounting, LLC	-5,400.00
05/28/2021	21162	Eleazar Reyes	-30.00
05/28/2021	21163	Darrell Roberts	-30.00
05/28/2021	21164	Internal Revenue Services	-1,014.67
05/28/2021	21165	Lara Dunn	-30.00
05/28/2021	21166	Bridget Bailey	-30.00
05/28/2021	21167	Bridget Bailey	-30.00
05/28/2021	21168	Lara Dunn	-30.00
Total for 1000 C. I. B. - Operating			\$ -22,285.14
2105 Columbia Bank Visa			
05/24/2021		Samsara	385.20
Total for 2105 Columbia Bank Visa			\$385.20

Memo

To: Hood River County Transportation District Board of Directors

From: Patricia Fink, Executive Director
John Andoh, Assistant Executive Director

Date: 6/9/2021

Re: Adoption of the Fiscal Year 2022 Operating & Capital Budget

Background

In compliance with the State of Oregon Local Budget Law, the 2021-2022 (FY22) Budget beginning July 1, 2021 and ending June 30, 2022 is submitted to the Board of Directors for approval. As prepared and submitted, the annual budget is intended to serve as a financial plan for the Board's goals for the coming fiscal year. To that end the Budget should:

- Outline the forecasted expenditure requirements to meet those goals and the proposed means for financing those requirements.
- Provide a financial overview of the use and deployment of personnel, materials and services during the fiscal year.
- Offer guidance to the Board & District on overall operational priorities and expenditures.

The Budget Committee reviewed the draft budget on May 5, 2021 and June 3, 2021 and provided feedback to set the framework for the final budget being presented. On June 3, 2021, the Budget Committee recommended approval of the budget with the following additions:

- Adding \$20,000 to replace or repair the HVAC system that is failing after 10 years of use.
- Approving the local tax rate at 0.0723 per \$1,000. (No change from previous years).

Issues or Impact

The Board has outlined the following goals for the FY22 Budget:

- Ensure a coordinated, thoughtful transition between Executive Directors.
- Begin the formal update to the Transit Master Plan.
- Market & relaunch the multi-provider GORge Pass.
- Expand services including:
 - Evening & Weekend Services

- Hood River City Route (evening & weekend)
 - Summer Weekend Upper Valley
 - Summer Weekend Cascade Locks
- Community Circulator Service
 - Cascade Locks
- Explore innovative options and implement solutions to address specific transportation needs:
 - Local NEMT & Door through Door
 - After hour (hotel/bar/restaurant) shuttle
 - Gorge to Portland Medical Van

Action Required

In order to comply with Oregon Revised Statutes 294 regarding preparation, review and adoption of an operating and capital budget, the Board of Directors shall adopt a resolution adopting the Operating and Capital Budget for FY 2022 and authorize its submission to the Hood River County Assessor and the State of Oregon.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 06-16-2021 adopting the Fiscal Year 2022 Operating & Capital Budget and authorize the Executive Director to file the Operating and Capital Budget with the necessarily agencies to be in compliance with Oregon Local Budget Law.

Attachment:

Fiscal Year 2022 Operating & Capital Budget



PROPOSED FY2022 BUDGET DOCUMENTS

Budget Message

Purpose of the Budget

In compliance with the State of Oregon Local Budget Law, the 2021-2022 (FY22) Budget beginning July 1, 2021 and ending June 30, 2022 is submitted to the Board of Directors for approval. As prepared and submitted, the annual budget is intended to serve as a financial plan for the Board's goals for the coming fiscal year. To that end the Budget should:

- Outline the forecasted expenditure requirements to meet those goals and the proposed means for financing those requirements.
- Provide a financial overview of the use and deployment of personnel, materials and services during the fiscal year.
- Offer guidance to the Board & District on overall operational priorities and expenditures.

Accomplishments of Fiscal Year 2021

Much of the focus for CAT in FY21 Budget was to weather the COVID-19 Pandemic. CAT's efforts to accomplish this were threefold: ensure that critical transit services were maintained, create opportunities for the District to support local recovery efforts and maintain a secure financial footing that would allow us to prepare our system and services to build toward a relevant and meaningful post-COVID future.

Key outcomes of this focus included:

- Developed a Transition Plan & Selection of an Assistant Executive Director;
- Created a partnership with Wasco, Skamania & Klickitat transit agencies to incorporate their services into the GORge Pass 2021 beginning July;
- Supported local community efforts (Hood River County Health, Emergency Services, Native American Tribes) to ensure residents have access to COVID testing and vaccinations as well as other social service needs;
- Secured over \$2 Million in grant funds for the next two years;
- Enhanced relationships with other community stakeholders to support service expansion, raise community awareness of services and secure needed infrastructure for future transit needs (Dog Mountain Shuttle – Skamania County' Trolley & Bus Stops – Hood River County; Transit Oriented Development – Cascade Locks; Regional Planning MOU – MCEDD, etc.)

Impacts of the COVID Pandemic

The COVID-19 Pandemic has created a variety of challenges and opportunities for CAT and other transit providers in Oregon. With federal support through COVID related funding (CARES ACT, CRRSSA and Rescue ACT), and some service level and staff hour reductions, CAT was financially able to weather the direct impacts of COVID on our system. Ridership levels continued low through winter 2020, but has shown a slow but steady increase over the past months. While CAT is optimistic that that ridership will continue to rise this year, as more people are vaccinated and the impacts of COVID begin to wane, we understand that CAT staff will need to continue to instill confidence in our system and that even with COVID, transit is a safe way to get around.

Board Goals for the 2022 Budget Year

The Board has outlined the following goals for the FY22 Budget

- Ensure a coordinated, thoughtful transition between Executive Directors.
- Begin the formal update to the Transit Master Plan.
- Market & relaunch the multi-provider GOrge Pass.
- Expand services including:
 - Evening & Weekend Services
 - Hood River City Route (evening & weekend)
 - Summer Weekend Upper Valley
 - Summer Weekend Cascade Locks
 - Community Circulator Service
 - Cascade Locks
- Explore innovative options and implement solutions to address specific transportation needs:
 - Local NEMT & Door through Door
 - After hour (hotel/bar/restaurant) shuttle
 - Gorge to Portland Medical Van

Overview of the 2021 Proposed Budget

So, while it is clear that the 2021 Budget will need to grapple with the physical and financial realities of the post-COVID era, it's also an opportunity for us to strengthen our resolve, maintain what we have built and continue to move and build slowly into the future.

The outcome of this budget strategy is outlined in the attached budget. There are three major funding sources they include:

- **General Budget** – The general budget is made up of federal grants, property tax revenues, state payroll tax collection and a variety of other smaller sources. CAT has had to carry over \$500K in capital grant funds from the FY2021 season, as COVID bus delivery delays have meant that we are unlikely to receive four of the five vehicles ordered before June 30th. In addition to Capital Funds, CAT is carrying over some STIF Formula funds that were not spent in the FY19-21 funding cycle. In large part, these carryovers were due to COVID and much of the planned service expansion in FY20 & FY21 have been moved to FY22. Other federal COVID related funding (CARES ACT, CRRSSA and Rescue ACT) continue to offer some revenue relief for CAT and other transit agency as we look to restore confidence in the system.
- **Columbia Gorge Express (CGE) Service** – CGE Services are made up of STIF Discretionary Funds. A new grant funding application was released this fall. CAT put in an application for \$1.2M. Our grant application was rated quite well and appears to be on the list to receive \$1.2M with a 80/20 match. Final decisions on grant funds will be made by the Oregon Transportation Commission at their May meeting.
- **Gorge to Mountain (G2M) Hwy 35 Service** – CAT has opted to leave the G2M revenues and expenditures off the FY2022 Budget. The Federal Lands Access Program (FLAP) competitive grant funds for FY2022-2024 has yet to be opened for application. We expect the grants to be out late April and not due until June, with a final decision in Fall 2022. CAT will opt to do a

supplemental budget to the FY2022 Budget should we receive the requested FLAP funds for the FY2022 winter season.

In summary, the draft FY 2022 Budget moves forward with Board goals to enhance local services, promote the economic recovery of our area, and maintain and expand access to residents and visitors in other Gorge communities and the Portland Metropolitan area. This year's budget should enable Hood River County Transportation District to expand weekend and evening service throughout the County while offering new connections.

I wish to welcome John Andoh to the Assistant Executive Director position – he will be a great addition to the HRCTD team and to thank the leadership of the HRCTD Board and the skilled employees at CAT, who continue to work as a community together to create the best transit system in the Gorge.

Further, I want to thank the citizens of Hood River County and our passengers for the continued support of their public transportation system.

I look forward to my last year at the helm and look with optimism to the future of CAT.

A handwritten signature in blue ink, appearing to be 'P. Allen', is written above a horizontal line.

Executive Director
Hood River County Transportation District
(dba Columbia Area Transit)

Hood River County Transportation District dba Columbia Area Transit

Vision

To connect the people and communities of Hood River County with an accessible, equitable and more sustainable future.

Mission

We provide safe, reliable, accessible and efficient public transportation services in Hood River County and offer critical regional connections to Portland, Washington State and throughout the Gorge.

Values

Safety – We will ensure the safety of our employees, customers and transit systems.

Customer Service – We will work with our customers to meet their needs and exceed their expectations.

Sustainability – We will continuously improve and be accountable for our financial, environmental and social outcomes.

Integrity – As stewards of public resources, we will use our assets prudently and conduct ourselves honestly and respectfully.

Community Driven – As stakeholders in Hood River County, we strive to ensure our services contribute to the social, cultural and economic betterment of all residents.

Innovation – We will pursue opportunities to enhance value for our customers.

Collaboration – We will cultivate strong partnerships, community connections and links to other types of travel.

Teamwork – As a team, we celebrate diversity, foster effective communication; and promote advancement and longevity.

Hood River County Transportation District is proud to present the FY2022 budget to the public. We are committed to providing safe, reliable, accessible and SUSTAINABLE public transit services far into the future.

Overall Economic Outlook

The overall economic outlook for Hood River County Transportation District is good. CAT received over \$800,000 from federal COVID related funding (CARES ACT, CRRSSA) in FY20 and FY21 and expects to see another \$200,000 or more allocated in FY22. These funds have helped to maintain stability for the District and have allowed us to move forward with planned enhancements without significant concern. While we do expect to see some decrease in the STIF formula (payroll tax) this year, the amount is small and will not directly impact our overall revenue levels, particularly since we were able to pull over the unspent revenues from the previous years.

We have been somewhat conversative in our fare revenue estimates. We expect there to be strong dividends due to the launch of the multi-provider GOrge Pass in July 2021 and the subsequent marketing campaign that will launch in Fall 2021. How those revenues will be divided among the four transit providers (and is able to support additional or needed service due to pass sales) is still under discussion and should be resolved with more clarity before the Fall launch.

Major Budget Additions

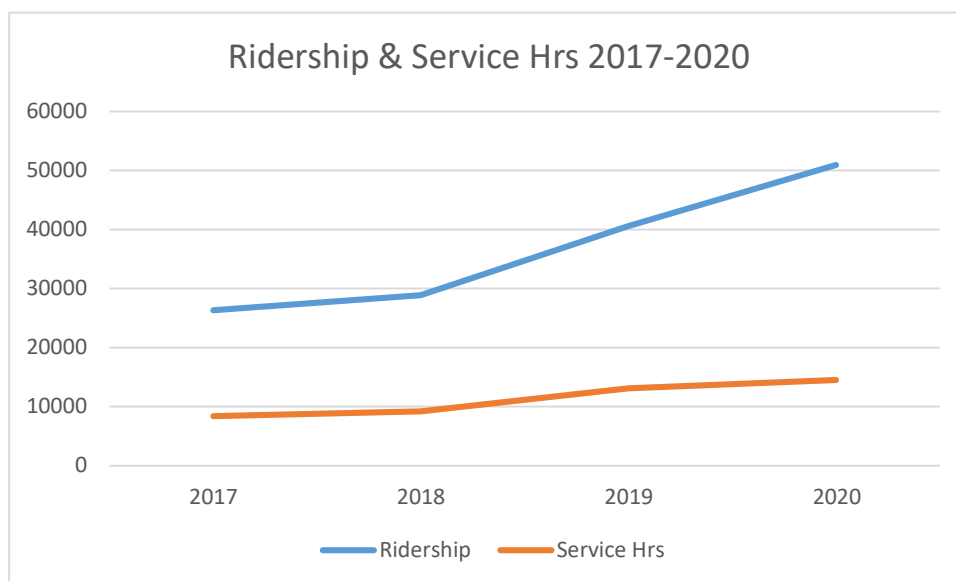
This year, we have provided more details on major additions to the budget by highlighting and calling out specific new revenues or expenditures based on our operating, administrative or capital line items. These detailed accounts can be found in the following pages but include:

- Service hour additions enhancing services in Cascade Locks and Upper Valley communities as well as in Hood River on evening and weekends throughout the summer as part of the FY 22-24 STIF Plan.
- Addition of a yearlong temporary Assistant Executive Director position, as part of the District's Executive Director transition plan.
- Implementation of an update to the Transit Master Plan.
- New capital projects (including ADA improvements) that were identified by the community as part of the FY 22-24 STIF Plan.
- Gorge to Portland Dial A-Ride Medical Van (CARES ACT fund project).

General Fund 100 Revenue			GENERAL FUND 100																						
Historical Data			RESOURCE DESCRIPTION																						
Actual		Estimated Supplemental 2021		FY22 Proposed Budget	Approved Budget FY22	Budget Committee Recommendation 2022	Board Adopted 2022																		
Actual Budget FY19	Actual Budget FY20																								
985,444	959,235	1,021,367	Beginning Cash Balance	\$ 1,434,469				Actual projected cash at the end of the year which included the \$150k roll																	
			REVENUE																						
			4000 - Prior Year Roll-Forward Funds	\$ 150,000				FY21 Roll-Forward Funds																	
\$ 249,467	\$ 198,435	\$ 56,160	4001 - Fare Revenue	\$ 150,000																					
\$ 136,064	\$ 95,271	\$ 11,052	4100 - Contract Revenue	\$ 30,000																					
\$ 459,080	\$ 493,671	\$ 594,000	4200 - Federal Assistance	\$ 949,322				FY21 Capital Purchase - Bus Delivery Delayed																	
\$ 306,675	\$ 1,304,535	\$ 1,161,800	4300 - State Assistance	\$ 1,168,475																					
\$ 170,074	\$ 169,160	\$ 190,000	4500 - Local Assistance	\$ 200,000																					
\$ 29,480	\$ 12,894	\$ 65,000	4600 - Other Revenue	\$ 45,000																					
	\$ 152,500	\$ 190,000	4700 - Federal CARES ACT	\$ 372,000																					
\$ 1,350,840	\$ 2,426,466	\$ 2,268,012	Total Available Funds	\$ 2,914,797	\$ -	\$ -	\$ -																		
			OPERATING EXPENSE																						
\$ 2,170	\$ 2,773	\$ 7,000	5005 Vehicle Expenses	\$ 7,210				FY21 Services not restored quickly due to length of Covid																	
\$ 111,956	\$ 101,165	\$ 108,233	5015 - Fuel	\$ 260,000																					
\$ 63,247	\$ 56,055	\$ 65,000	5020 - Preventative Maintenance & Repair	\$ 66,950																					
\$ 21,485	\$ 25,768	\$ 31,876	5100 - Communication Expense	\$ 32,833																					
\$ 13,740	\$ 15,014	\$ 16,553	5200 - Vehicle Insurance	\$ 17,048																					
\$ 4,893	\$ 7,808	\$ 10,000	5500 - Driver Expenses	\$ 12,600				FY21 Uniforms & gym equipment purchased per board approval																	
\$ 52,973	\$ 217,030	\$ 90,000	5600 - Advertising & Marketing	\$ 40,000																					
\$ 41,269	\$ 178,641	\$ 207,000	5700 - Grant / Contract Match Funds	\$ 32,000																					
\$ 311,733	\$ 604,254	\$ 535,662	Total Operating Expense	\$ 468,641	\$ -	\$ -	\$ -																		
			ADMINISTRATIVE EXPENSE																						
\$ 41,438	\$ 32,754	\$ 34,000	7003 - Building Expenses	\$ 38,300				FY21 Board stipends per board approval																	
\$ 7,241	\$ 13,488	\$ 15,000	7100 - Office Supplies & Expense	\$ 15,450																					
\$ 93,989	\$ 85,534	\$ 89,100	7300 - Professional Fees	\$ 123,100																					
\$ 2,690	\$ 90,000	\$ 5,891	7400 - Other Administrative Expense	\$ 11,340																					
\$ 145,358	\$ 221,776	\$ 143,991	Total Administrative Expense	\$ 188,190	\$ -	\$ -	\$ -																		
			ADMINISTRATIVE PERSONNEL EXPENSE																						
\$ 143,987	\$ 174,180	\$ 149,556	8003 - Admin Wages	\$ 227,220																					
\$ 11,126	\$ 11,695	\$ 14,760	8030 - Admin ER Taxes	\$ 53,160																					
\$ 11,622	\$ 15,178	\$ 17,447	8080 - Admin Benefits	\$ 15,010																					
			8081 - Admin - Accrued PTO Amount	\$ -																					
\$ 166,735	\$ 201,053	\$ 181,763	Total Administrative Personnel Expense	\$ 295,390	\$ -	\$ -	\$ -																		
			DIRECT SERVICE PERSONNEL EXPENSE																						
\$ 460,008	\$ 590,155	\$ 650,000	8103 - Direct Service Wages	\$ 810,508																					
\$ 35,510	\$ 31,645	\$ 63,025	8130 - Direct Service ER Taxes	\$ 84,588																					
\$ 57,788	\$ 71,900	\$ 90,469	8180 - Direct Service Benefits	\$ 168,000																					
			8181 - Direct Service - Accrued PTO Amount	\$ -																					
\$ 553,306	\$ 693,700	\$ 803,494	Total Direct Service Personnel Expense	\$ 1,063,096	\$ -	\$ -	\$ -																		
			CAPITAL OUTLAY																						
\$ 160,511	\$ 597,405	\$ 190,000	9000- Capital Expenses	\$ 863,500																					
\$ 57,376			9999-Other Income, Expense Depreciation																						
\$ 217,887	\$ 597,405	\$ 190,000	Capital Expenses	\$ 863,500	\$ -	\$ -	\$ -																		
\$ 1,350,840	\$ 2,426,466	\$ 2,268,012	Total Revenue	\$ 2,914,797	\$ -	\$ -	\$ -																		
\$ 1,395,019	\$ 2,318,188	\$ 1,854,910	Total Expense	\$ 2,878,817	\$ -	\$ -	\$ -																		
\$ (44,179)	\$ 108,278	\$ 413,102	Net Income	\$ 35,980		\$ -	\$ -																		
\$ 941,265	\$ 1,067,513	\$ 1,434,469	Project Available Funds at EOY	\$ 1,470,449	\$ -	\$ -	\$ -																		

Operations

Since 2017, CAT has slowly increased service levels and ridership. The largest single increase in service levels was in 2020, with the implementation of the Columbia Gorge Express beginning November 2020. We expected the 2020 ridership to double – and were well on the way to achieving this when the COVID-19 pandemic occurred. Ridership & service hours are outlined in the chart below. As the chart shows, CAT has steadily increased ridership since 2017.



Over the past three months, CAT has picked up ridership numbers on most of its fixed route services. Dial-A-Ride, which is largely driven by senior living facilities and related activity centers, has been slower as most of the facilities and activity centers remain closed or tightly regulated. We anticipate a slower than normal recovery in this area.

Because of the pandemic, the Gorge has seen record visitor levels both in local communities and at key recreational sites. This has led to parking and overcrowding issues. To date transit continues to be viewed with concern, however, we believe by late summer, early fall many will see the advantages of using the bus to access the Gorge.

CAT is preparing its vehicles, and staff to enhance services while maintaining COVID safety protocols onboard. We are hopeful that the strong marketing campaign & relaunch of the GORge Pass in the fall (with its strong tie to local and Portland business and visitor communities) coupled with the waning of the COVID-19 Pandemic will continue an upward ridership projectory into the next fiscal year.

Services that will be new this year include:

- City of Cascade Locks community shuttle & weekend summer service

- Upper Valley weekend summer service
- City of Hood River weekend service (yearlong)
- DAR Medical Van to Portland

Below is a table that shows how service hours have slowly been restored after the COVID pandemic. In March 2020, after the Governor's stay at home order, CAT shut down most fixed route service for three months. By March 2021, CAT had slowly restored fixed route services to just below pre-pandemic levels.

By 2022, CAT expects to have restored all pre-pandemic service hours and will move forward with other planned expansion projects. Service hour increases will be just over 5,200 hours and will require the addition of 2.5 new driver positions.

Impacts of COVID on Service Hours & Service Restoration by Year

	2020		2021		2022	
	Weekday	Weekend	Weekday	Weekend	Weekday	Weekend
CGE (Including The Dalles)	1917	600	6750	1800	6750	1800
City Route	1000		3750	900	4000	900
Cascade Locks	708		1250		2000	200
Upper Valley	833		2250		2500	200
Dial a Ride	6540		3000		4000	900
Portland Medical					1040	
Total Hours	10998	600	17000	2700	20290	4000

* Only during summer months (6/15-9/15)

** Only 2 times per week

Staff Impacts

The Operations department will add a total of 2.5 new driver positions in FY2021-22, bringing the total number of employees in the Operating Department to 17. This is an increase of 5.5 employees over July 2020. Three new employees were hired in December 2020, January 2021 and March 2021, the remaining 2.5 will be hired over the next year.

OPERATING BUDGET

Revenues

Funding Source	Description	Amount
Federal FTA 5311	Service	\$ 131,602.50
Federal FTA 5310	Preventative Maintenance & Service	\$ 77,526.50
State STIF Discretionary	CGE Services + Preventative Maintenance	\$ 470,775.00
State STIF Formula	Services	\$ 420,000.00
Federal (5311) CARES ACT	Services	\$ 255,000.00
Federal Hwy FLAP	Services	
STF	Services	\$ 67,700.00
Dedicated STIF Formula	Reserve	\$ 90,000.00
Total		\$ 1,512,604.00

Expenditures

Project	Description	Amount
5005 Vehicle Expenses		\$ 7,210.00
5015 - Fuel	Fuel	\$ 260,000.00
5020 - Preventative Maintenance	Preventative Maintenance	\$ 66,950.00
5100 - Communication Expense	Radios, Tablets,	\$ 32,832.75
5200 - Vehicle Insurance	Vehicle Insurance	\$ 17,048.51
5500 - Driver Expenses	Testing, training, uniforms	\$ 12,600.00
5600 - Advertising & Marketing	Advertising & Marketing	\$ 40,000.00
5700 - Grant / Contract Match Funds	Grant / Contract Match Funds	\$ 32,000.00

Personnel

Drivers	12.5 FTE Drivers includes benefits	\$ 719,242.20
Ops Manager	Full time includes benefits	\$ 97,452.16
Dispatch & Outreach Staff	1.5 Dispatch includes benefits	\$ 79,294.80
Field Supervisors	2 Supervisors includes benefits	\$ 133,685.76

Total		\$ 1,498,316.18
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Administration

The administrative budget is higher this year due to three elements. First is the Board transition plan which adds a temporary Assistant Executive Director who will work with the Executive Director to manage a successful transition. Second is the Transit Master Plan Update which will include an extensive outreach process and the hiring of consultants to assist with the land use and outreach process and finally, the Board will need to renegotiate with the Union which will require additional legal assistance.

We expect FY23 administrative expenditures to be more in line with previous years.

ADMINISTRATIVE BUDGET

Revenues

Funding Source	Description	Amount
5311	Formula (Admin)	\$ 35,884.00
STIF Dis	CGE	\$ 80,000.00
CARES ACT (5311)	Admin	\$ 117,000.00
FLAP	Admin	
5304	Planning	\$ 60,000.00
Dedicated STIF Formula	Reserve	\$ 60,000.00
Board Approved	Reserve	\$ 116,272.00
Other Revenues	Local Match	\$ 14,574.37
Total Revenues		\$ 483,730.37

Expenditures

Project	Description	Amount
7003 - Building Expenses	Utilities, maintenance, insurance, etc.	\$ 38,300.00
7100 - Office Supplies & Expense	Equipment, software, printing, etc.	\$ 15,600.00
7300 - Professional Fees	Bookkeeper, planning, audit, legal	\$ 123,100.00
7400 - Other Administrative Expense	Board, team, bank charges, merchant fees	\$ 11,340.00

Administrative Staff

Executive Director	Temporary Part-Time (.75) includes benefits	\$ 82,747.81
Assistant Executive Director	Temporary Full Time (1) includes benefits	\$ 116,272.00
Planning & Grant Manager	Full Time (1) includes benefits	\$ 96,370.56

Total Administrative Expenses **\$ 483,730.37**

Capital

CAT purchased five vehicles last year. Only 1 is expected to be delivered before July 1st. \$564,990 is a transfer from last year's budget to this year's budget because of the delay. In addition, CAT plans to purchase one additional replacement bus this year. The other two items (bus stop & sidewalk access improvements near bus stops and real-time bus stop hardware) were added on recommendation by the STIF/STF Committee and approved by the Board in their STIF Plan for FY22-24.

CAPITAL BUDGET

Revenues

Funding Source	Description	Amount
Federal FTA 5339	Vehicle	\$ 621,508.00
Federal FTA5310	Formula (Ops)	\$ 42,801.00
State STIF Formula	ADA Improvement	\$ 100,000.00
State STIF Formula	Vehicle	\$ 30,000.00
Other Revenues	Local Match	\$ 69,191.00

Total Revenue	\$ 863,500.00
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Expenditures

Project	Description	Amount
ADA Enhancements	Bus Stop & Sidewalk Improvements	\$ 100,000.00
Digital Signs	Real-time Bus Stop information	\$ 47,500.00
Vehicles	Purchase 6 Vehicles (8)	\$ 716,000.00

Total Expenditures	\$ 863,500.00
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Hood River County Transportation District
P.O. Box 1147 Hood River, OR 97031

BOARD RESOLUTION AND ORDER NO. 6-16-20

**IN THE MATTER OF ADOPTING THE ANNUAL OPERATING BUDGET FOR
FISCAL YEAR 2021 (7/1/2021-6/30/2022), MAKING APPROPRIATIONS, IMPOSING
AND CATEGORIZING TAXES**

BE IT RESOLVED that the Board of Directors of the Hood River County Transportation District hereby adopts the budget for Fiscal Year 2022 (7/1/2021-6/30/2022) in the sum of \$2,914,797 now on file at the administrative offices of the Hood River County Transportation District at 224 Wasco Loop, Hood River, Oregon, 97031.

BE IT RESOLVED that the line-item budget amounts for the fiscal year beginning July 1, 2021 and ending June 30, 2022 are outlined on the LB-20, as Attachment A and are appropriated as follows:

Total APPROPRIATIONS, All Funds	\$2,914,797
Total Unappropriated and Reserve Amounts, All Funds	\$1,410,091
TOTAL ADOPTED BUDGET	\$4,324,888

BE IT RESOLVED that the Board of Directors of Hood River County Transportation District hereby imposes the taxes provided for in the adopted budget at the rate of 0.0723 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized as follows for the tax year 2022 (7/1/2021-6/30/2022) upon the assessed value of all taxable property within the district.

	General Government	Excluded from Limitation
General Fund	0.0723/\$1,000	0

BE IT RESOLVED that the Executive Director will hereby certify to the Hood River County Assessor the imposed taxes made by this resolution and file with the Assessor a copy of the Budget as finally adopted by June 30, 2021.

PASSED, ADOPTED AND APPROVED this 16th day of June, 2021 by the following
roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Lara Dunn, Chair

ATTEST:

Darrell Roberts, Secretary-Treasurer

General Fund 100

GENERAL FUND

Revenue

100

Historical Data			RESOURCE DESCRIPTION			
Actual		Estimated Supplemental 2021		FY22 Proposed Budget	Budget Committee Recommendation 2022	Board Adopted 2022
Actual Budget FY19	Actual Budget FY20					
RESERVE FUNDS						
985,444	959,235	1,021,367	Unencumbered Reserve Funds	\$ 1,080,091	\$ 1,080,091	
STIF Dedicated Project Funds (*)				\$ 330,000	\$ 330,000	
\$ 985,444	\$ 959,235	\$ 1,021,367	Total Reserve Funds	\$ 1,410,091	\$ 1,410,091 \$ -	
REVENUE						
\$ 249,467	\$ 198,435	\$ 56,160	4001 - Fare Revenue	\$ 150,000	\$ 150,000	
\$ 136,064	\$ 95,271	\$ 11,052	4100 - Contract Revenue	\$ 30,000	\$ 30,000	
\$ 459,080	\$ 493,671	\$ 594,000	4200 - Federal Assistance	\$ 949,322	\$ 949,322	
\$ 306,675	\$ 1,304,535	\$ 1,161,800	4300 - State Assistance	\$ 1,168,475	\$ 1,168,475	
\$ 170,074	\$ 169,160	\$ 190,000	4500 - Local Assistance	\$ 200,000	\$ 200,000	
\$ 29,480	\$ 12,894	\$ 65,000	4600 - Other Revenue	\$ 45,000	\$ 45,000	
	\$ 152,500	\$ 190,000	4700 - Federal CARES ACT	\$ 372,000	\$ 372,000	
\$ 1,350,840	\$ 2,426,466	\$ 2,268,012	Total Available Funds	\$ 2,914,797	\$ 2,914,797 \$ -	
OPERATING EXPENSE						
\$ 2,170	\$ 2,773	\$ 7,000	5005 Vehicle Expenses	\$ 7,210	\$ 7,210	
\$ 111,956	\$ 101,165	\$ 108,233	5015 - Fuel	\$ 260,000	\$ 260,000	
\$ 63,247	\$ 56,055	\$ 65,000	5020 - Preventative Maintenance & Repair	\$ 81,238	\$ 81,238	
\$ 21,485	\$ 25,768	\$ 31,876	5100 - Communication Expense	\$ 32,833	\$ 32,833	
\$ 13,740	\$ 15,014	\$ 16,553	5200 - Vehicle Insurance	\$ 17,048	\$ 17,048	
\$ 4,893	\$ 7,808	\$ 10,000	5500 - Driver Expenses	\$ 12,600	\$ 12,600	
\$ 52,973	\$ 217,030	\$ 90,000	5600 - Advertising & Marketing	\$ 40,000	\$ 40,000	
\$ 41,269	\$ 178,641	\$ 207,000	5700 - Grant / Contract Match Funds	\$ 32,000	\$ 32,000	
\$ 311,733	\$ 604,254	\$ 535,662	Total Operating Expense	\$ 482,929	\$ 482,929 \$ -	
ADMINISTRATIVE EXPENSE						
\$ 41,438	\$ 32,754	\$ 31,000	7003 - Building Expenses	\$ 38,300	\$ 58,300	
\$ 7,241	\$ 13,488	\$ 18,000	7100 - Office Supplies & Expense	\$ 15,600	\$ 15,600	
\$ 93,989	\$ 85,534	\$ 89,100	7300 - Professional Fees	\$ 123,100	\$ 123,100	
\$ 2,690	\$ 8,354	\$ 5,891	7400 - Other Administrative Expense	\$ 11,340	\$ 11,340	
\$ 145,358	\$ 140,130	\$ 143,991	Total Administrative Expense	\$ 188,340	\$ 208,340 \$ -	
ADMINISTRATIVE PERSONNEL EXPENSE						
\$ 143,987	\$ 174,180	\$ 149,556	8003 - Admin Wages	\$ 227,220	\$ 227,220	
\$ 11,126	\$ 11,695	\$ 14,760	8030 - Admin ER Taxes	\$ 22,770	\$ 22,770	
\$ 11,622	\$ 15,178	\$ 17,447	8080 - Admin Benefits	\$ 30,390	\$ 30,390	
	\$ 10,383	\$ 10,548	8081 - Admin - Accrued PTO Amount	\$ 3,446	\$ 3,446	
\$ 166,735	\$ 211,436	\$ 192,311	Total Administrative Personnel Expense	\$ 283,826	\$ 283,826 \$ -	
DIRECT SERVICE PERSONNEL EXPENSE						
\$ 460,008	\$ 590,155	\$ 650,000	8103 - Direct Service Wages	\$ 810,508	\$ 810,508	
\$ 35,510	\$ 31,645	\$ 63,025	8130 - Direct Service ER Taxes	\$ 84,588	\$ 84,588	
\$ 57,788	\$ 71,900	\$ 90,469	8180 - Direct Service Benefits	\$ 134,579	\$ 134,579	
	\$ 23,024	\$ 13,830	8181 - Direct Service - Accrued PTO Amount	\$ 3,886	\$ 3,886	
\$ 553,306	\$ 716,724	\$ 817,324	Total Direct Service Personnel Expense	\$ 1,033,561	\$ 1,033,561 \$ -	
CAPITAL OUTLAY						
\$ 160,511	\$ 597,405	\$ 190,000	9000- Capital Expenses	\$ 863,500	\$ 863,500	
\$ 57,376			9999-Other Income, Expense Depreciation			
\$ 217,887	\$ 597,405	\$ 190,000	Capital Expenses	\$ 863,500	\$ 863,500 \$ -	
\$ 1,350,840	\$ 2,426,466	\$ 2,268,012	Total Revenue	\$ 2,914,797	\$ 2,914,797 \$ -	
\$ 1,395,019	\$ 2,269,950	\$ 1,879,288	Total Expense	\$ 2,852,156	\$ 2,872,156 \$ -	
\$ (44,179)	\$ 156,516	\$ 388,724	Net Income	\$ 62,641	\$ 42,641 \$ -	
\$ 941,265	\$ 1,115,751	\$ 1,410,091	Project Available Funds at EOY	\$ 1,472,732	\$ 1,452,732 \$ -	

Memo

To: Hood River County Transportation District Board of Directors
From: Patricia Fink
Date: 06/16/2021
Re: Employment Contract

Background

During the Executive Session last month, the Board opted to have staff develop an employment contract for the Executive Director in her final year with the District. This was to ensure consistency with what had been done for the Assistant Executive Director.

Terms

The Board asked that the contract include the following:

- July-October 2021: Annual salary that equates to approximately \$8,493/month (based on \$101,920 annually) during the first six months of this Agreement;
- November 2021-June 2022, with the successful review of the Assistant Executive Director, the Executive Director will reduce hours to that of a part-time employee (20 hours or less). The salary rate will remain the same, but be based on a part-time (20-hour work week) or approximately \$4246/month (\$50,960, annually). Board also agrees to pay COBRA health, dental and vision benefits until the contract term is up.
- One time bonus payment of \$17,144 – which is equivalent to the estimated end balance of accrued sick hours by 6/2021 (e.g. 349.89 hrs.)

The final contract is attached.

Action Required

Approval of the contract with a signature by the Board Chair.

Recommendation

Staff recommends that the Board review and approve the contract.

EMPLOYMENT AGREEMENT

1. PARTIES.

The parties to this Agreement are Hood River County Transportation District and Patricia Fink

2. NATURE OF EMPLOYMENT; DUTIES.

Executive Director

The Executive Director, will be responsible for carrying out the duties and responsibilities of the position in accordance with the Executive Director's job description and at the direction of the HRCTD Board of Directors ("Board").

The Executive shall devote her principal time, attention, and energy to the business of the HRCTD and shall not engage in any other remunerated business activity except with the express consent of the Board.

3. TERM.

The term of this Agreement shall be from July 1, 2021 until June 30, 2022. This agreement represents Patricia's final term as Executive Director. Ms. Fink, will retire from her position on June 30, 2022.

4. COMPENSATION AND BENEFITS.

(a) Salary.

The Executive Director position is a salaried position as such the Executive is not eligible for overtime in either position. July – October 2021 Executive shall receive an annual salary paid in bi-weekly installments or otherwise in accordance with HRCTD policy. The annual salary will equate to approximately \$8,493/month (based on \$101,920 annually). The first four months, the Director will work as a full-time employee. November 2021-June 2022, the Director will reduce hours to that of a part-time employee (20 hours or less). The salary rate will remain the same, but be based on a part-time (20-hour work week) or approximately \$4246/month (\$50,960, annually).

(b) Benefits.

Executive is eligible to participate in all benefit programs available to HRCTD employees including, without limitation, health, dental, vision and life insurance; and a 403b retirement plan through VALIC with a 3% contribution from HCRTD during the first six months. After the Employee moves to part time (20 hours/week) the employee is no longer eligible for these benefits and so the Board agrees to pay the required COBRA premiums to continue health, dental and vision insurance coverage until the contract term is up.

(c) Vacation, Sick and Other Leave.

Executive shall be entitled to paid sick, and other paid leaves on the same basis as other HRCTD employees of the same tenure. Vacation leave will be provided at the previously negotiated monthly accrual rate of 16.6 hours per month, no cap will be provided on the accrual of vacation leave.

e) One-time Bonus.

Executive will receive a one-time bonus of \$17,144 with her final paycheck.

g) Perquisites.

During the term of this Agreement, HRCTD agrees to provide Executive access to a vehicle, laptop, credit card and tablet for business use only. These items must be returned upon retirement.

h) Policies and Procedures.

Executive shall comply with all policies and procedures established by HRCTD that other employees are responsible for complying with and shall enforce all policies and procedures on behalf of HRCTD.

5. EXPENSES.

HRCTD will reimburse Executive for all ordinary necessary expenses incurred in the performance of his duties under this Agreement and in accordance with the policies and budget approved by the Board.

7. AT-WILL STATUS AND TERMINATION.

Executive is employed at will by HRCTD. Nothing contained in this Agreement shall in any way prevent, limit, or otherwise interfere with the right of the Board to terminate the employment of the Executive. The Executive, at all times, serves at the pleasure of the Board.

Termination of Executive's employment, however, is subject to the following provisions:

(a) By The Executive.

The Executive may terminate this Agreement at any time upon giving the Board written notice not less than thirty (30) days prior to the date of the termination. Should Executive choose to resign, Executive is not eligible for severance pay and shall continue to work until a successor has been designated and a successful transition period has been completed unless agreed upon by Board and Executive for an earlier departure.

(b) By the Board (Without Cause).

The Board may terminate Executive's employment without cause at any time with a 90-day notice. In that event, the Board will pay the Executive Director the full amount of salary owed under this contract. The Board will also pay the required COBRA premiums to continue health, dental and vision insurance coverage for that same time period.

(c) By the Board (Cause).

The Board may terminate Executive's employment for cause at any time by delivering to him a written notice specifying the cause or causes for the termination. Executive shall have the opportunity to present her case at a hearing within the 30 -day period with an opportunity for a 10-day cure period if the Board determines in its sole discretion that the breach in this Agreement is curable. Should the breach not be curable, the termination will be effective thirty (30) days after delivery of the notice, and the Board may suspend Executive with pay during any or all of the period prior to the effective date of the termination. Such termination shall be conducted in accordance with ORS 192.660.

For purposes of this Agreement, "cause" is defined to include, but is not limited to any of the following: abandonment of job duties; mismanagement; misrepresentation of facts; theft; unprofessional and/or inappropriate behavior; protected classification discrimination or harassment; failure to produce requested deliverables in a timely manner; poor work product; excessive absenteeism; violation of Board regulations or HRCTD policies; creating an unsafe work environment; falsification of documents;

and breach of any terms of this Agreement or any conduct that is terminable as defined in the HRCTD Employee Handbook.

Executive agrees that the determination of whether her actions constitute “cause” under this paragraph shall be made exclusively by the Board, and the Board agrees not to abuse its discretion in making such a determination.

In the event that the Board terminates because of a conviction for any illegal act involving moral turpitude, or an event disqualifying Executive from public office pursuant to State Law, or causing a forfeiture of office under State Law, the Board shall have no obligation to pay any of the above termination benefits.

8. DISPUTE RESOLUTION.

Any dispute relating to this Agreement, excluding claims covered by worker’s compensation insurance, shall be submitted first to mediation with the Arbitration Service of Portland, Inc. (ASP) or United States Arbitration and Mediation of Oregon (USAM), at the option of the filing party. If mediation is not successful, the dispute shall be decided by final and binding arbitration through either ASP or USAM utilizing a single arbitrator. The arbitration award may be enforced in any court having jurisdiction. All costs of mediation and arbitration including filing fees and mediator and arbitrator’s fees shall be paid by HRCTD.

9. ATTORNEY FEES.

The prevailing party in any arbitration and subsequent proceedings to enforce the award of the arbitrator as a judgment shall be entitled to recover reasonable attorney fees incurred in preparation or in the prosecution or defense of the arbitration or proceeding as fixed by the arbitrator or the trial court, and if any appeal is taken from the decision of the trial court, reasonable attorney fees fixed by the appellate court.

10. VENUE.

This Agreement has been made entirely within the State of Oregon and shall be governed by and construed in accordance with the law of the State of Oregon.

11. ENTIRE AGREEMENT; AMENDMENT; BINDING EFFECT.

This Agreement is the entire understanding of the parties and it may be amended only in a writing signed by both parties. This Agreement is binding on and inures to the benefit of the parties and their respective heirs, successors and assigns.

12. WAIVER; SEVERABILITY.

A provision of this Agreement may be waived only in a writing by the party waiving compliance. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, nor shall any waiver constitute a continuing waiver. Failure to enforce any provision shall not operate as a waiver of such provision or any other provision. If any provision of this Agreement shall be invalid or unenforceable for any reason, the validity and enforceability of such provision in any other respect and of the remaining provisions of this Agreement shall not be in any way impaired.

14. ASSIGNMENT.

This Agreement is personal and shall in no way be subject to assignment by Executive. It shall be binding upon and shall inure to the benefit of HRCTD and its successors and assigns, and its economic rights and benefits shall inure to the benefit of Executive or her heirs or duly constituted legal representatives.

15. NOTICES.

All notices and communications required or permitted to be given hereunder shall be given by delivering the same in hand or by mailing the same by certified or registered mail, return receipt requested, postage prepaid, as follows:

If sent to the Employer, to:

Hood River County Transportation District
ATTN: Chair, Board of Directors
P.O. Box 1147
Hood River, OR 97031

If sent to the Executive, to:

Patricia F. Fink
PO Box 1689
Hood River, Oregon 97031

The Parties hereto acknowledge having discussed and agreed upon all terms and Provisions contained herein.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the dates indicated on the signature line below.

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

By: _____

Date: _____

Chair of the Board of Directors

EXECUTIVE

Date: _____

Patricia Fink

Job Title: Executive Director (confidential)
Reports to: HRCTD/CAT Board of Directors
Status: Full time Employee (Exempt)

POSITION OVERVIEW

HRCTD/CAT is seeking a "working executive director" to oversee the day-to-day operation of transit services in beautiful Hood River County, Oregon. Under the guidance of the Board of Directors the Executive Director organizes, manages and provides leadership to District staff in order to ensure affordable transportation options are provided to the citizens of Hood River County in accordance with the District's established mission. This position reports to and answers directly to the Board of Directors, and serves as the District's chief transit officer. Work involves serving as the District's representative and requires extensive contact with external agencies, groups and organizations in the local community and at regional, state and national levels.

QUALIFICATIONS

The ideal candidate must have strong analytical skills; clear, articulate written and verbal communication skills; and a high degree of multi-tasking skills. The ability to prioritize responsibilities effectively is essential to being successful at this position. External relationships are also important to the success of the transit system and the Executive Director must be capable of being a positive ambassador of the organization, maintaining and building upon relationships with community partners, government agencies, and the general public.

A good business sense is very important because the District has limited resources without the ability to solely fund both important service and capital improvement needs. The ability to work with the Board in setting priorities, seeking grants, forming partnerships, and leveraging other resources will be critical. Work is primarily performed in an office environment with occasional meetings or conferences out-of-area, some requiring overnight stays.

The Board and staff will be seeking someone with strong leadership ability who is approachable, a good listener, professional but informal, open to new technology, fair and friendly, and who promotes a positive work and team oriented environment. Candidates should have good employee relations experience and possess an understanding of maintaining an excellent and desirable working environment. The District does have bargaining unit contracts and familiarity with and experience in labor negotiations is desirable.

RESPONSIBILITIES & DUTIES

- Plan, organize, develop, expand and enhance the scope, type, efficiency, quality and variety of transit services provided by the District in response to community needs and customer requirements, in consideration of adopted Transit Plans and consistent with Board policies and directives.
- Work collaboratively with the Board of Directors to formulate, develop and implement long and short- range goals and objectives for the District; develop proposals and make recommendations concerning District directions, services, funding, management and related issues.

- Oversee hiring/firing; supervise, evaluate, and manage the performance of District staff and contractors; provide leadership and executive direction; review and evaluate the progress of management programs, projects and activities; delegate responsibility as appropriate and ensure staff development and training opportunities are provided.
- Provide Board support, attend and participate in a variety of meetings within the District and in the community; confer with District managers and personnel, local/regional public and regulatory agencies, transit officials, legislators, vendors, customers and others to exchange information and resolve complex management issues related to District services and operations.
- Coordinates with other transportation providers to optimize the use of resources. Develop and project a positive image for the District; interact with media representatives and participate in interviews as required; prepare or approve news releases, public service announcements and advertising related to District services and special programs.
- Respond to inquiries from external sources regarding District services, programs and projects; provide information concerning existing transit services and future plans; make presentations as needed for the promotion and education of transit services.
- Ensure system and operation safety and risk management.
- Prepare and review comprehensive narrative and statistical reports to the Board and regulatory agencies as required; provide historical information and current perspectives to facilitate informed decision-making; direct the development and distribution of agendas and materials for meetings of the Board, and other groups as required.
- Direct the development of the District's annual budget; review and analyze funding opportunities based on Board policies and priorities; secure supportive funding and grants; manage grants, complying with all state and federal regulatory requirements; ensure the application of sound fiscal management principles and practices, and the integrity of the District's financial position. Direct and oversee the preparation of specifications, bid documents, advertisements and other materials required for the purchase of operations, vehicles, equipment and services; ensure compliance with Board policies and applicable laws, ordinances and regulations; communicate with regulatory agencies, vendors and suppliers to ensure efficient procurement of goods and services.
- Oversee and ensure proper maintenance of District facilities and equipment.
- Direct the ongoing development, monitoring and evaluation of District services; ensure the collection of customer and community feedback, including preparation, distribution and analysis of surveys, questionnaires and other customer input concerning the quality, availability and adequacy of transit services.
- Ensure the preparation, maintenance, retention, storage and accessibility of District records and reports.
- Other duties as assigned or needed.

WORK HOURS

While typically the position will work a traditional 8 a.m. to 5 p.m. Monday – Friday work week, there may be times when weekend work or evening work is required. The Executive Director are front line emergency management staff and may be called to address issues in the field or support frontline staff at any time of the day or night.

EXPERIENCE & EDUCATION

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities will be considered. A bachelor's degree from an accredited college or university, preferably in public administration, business, urban studies or a closely related field relative to public transportation is required. A minimum of eight (8) years management experience is required and at least three (3) years of progressively responsible experience in public transportation, alternative transportation, or related field is preferred. Spanish speaking is preferred but not required.

COMPENSATION & BENEFITS

- Negotiable
- Vacation — negotiable
- Holidays – 9 paid
- Sick Leave—12 days per year
- Medical / Dental Allowance—paid (employee only)
- Life Insurance – paid
- Retirement Plan with Employer Matching Contributions— available with 3% match after 1 year

Memo

To: Hood River County Transportation District Board of Directors
From: John Andoh, Assistant Executive Director
Date: 6/9/2021
Re: Board Member Bus Pass Policy

Background

At the April 2021 Board of Directors Meeting, the Board of Directors requested that staff develop a policy for Board Members to receive a transportation pass to ride CAT buses while serving as a Board member, similar to the employee bus pass policy that was adopted by the Board of Directors at the April 2021 meeting.

Issues or Impact

Staff researched Oregon Revised Statutes 224 regarding Government Ethics and determined that providing the Board of Directors with a pass to ride CAT buses is not a gift of public funds or a violation of any ORS identified. Staff also contacted the Board of Directors Liaison at TriMet, Lane Transit District and Cherriots to see if they provide their Board Members with bus passes, to which they do.

Providing Board Members with a bus pass will allow Board Members the opportunity to ride CAT and make observations of the transit system performance. Staff is also recommending that this policy be extended to members of Board appointed committees.

Regarding extending the bus pass policy to spouses/partners and dependents of the immediate household of Board Members, there is nothing in the ORS prohibiting such and this can be at the discretion of the Board of Directors to consider. Should the Board of Directors wish to consider this addition, the policy should be consistent with the bus pass policy provided to CAT employees.

Action Required

To provide a defined policy regarding provision of bus passes to Board of Directors members, the Board should adopt a formal policy.

Recommendation

Staff recommends that the Board of Directors adopt the Board of Directors Bus Pass Policy effective July 1, 2021.

Attachment:
Board of Directors Bus Pass Policy

Board of Directors Bus Pass Policy

Effective July 1, 2021

Once elected to the Hood River County Transportation District (HRCTD) Board of Directors, Board Members and their immediate spouses/partner and dependents are eligible for a free annual GOrge pass while serving as a Board Member with HRCTD. Board Members must request a new GOrge Pass each year by December 31 for the upcoming year.

A dependent is defined as a person who is claimed as a dependent on the Board Member's federal tax return.

Committee Members serving on committees appointed by the HRCTD Board of Directors are eligible for a free annual GOrge pass while serving as a Committee with HRCTD. Committee member must request a new GOrge Pass each year by December 31 for the upcoming year.

Memo

To: Hood River County Transportation District Board of Directors
From: John Andoh, Assistant Executive Director
Date: 6/9/2021
Re: Wheelchair Securement Policy

Background

It is best practice for a transit agency to have a policy that sets the framework for wheelchair securement on board transit buses to address when a passenger may refuse the use of securement. There have been informal policies in place regarding this matter. Due to increase liability and concerns regarding wheelchair securement, staff is recommending that the Board of Directors consider a systemwide policy governing wheelchair securements on board CAT buses.

Issues or Impact

The US Department of Transportation has specific guidance regarding wheelchair securements and the use of seat belt and shoulder harness as defined in the Americans with Disabilities Act of 1991. Below are responses from the Federal Transit Administration (FTA) regarding this issue.

Does a wheelchair user have to use the seat belt and shoulder harness?

- Under the broad nondiscrimination provisions in Section 37.5 of the DOT ADA regulations, a transit operator is not permitted to mandate the use by wheelchair users of seat belts and shoulder harnesses, unless the operator mandates the use of these devices by all passengers, including those sitting in vehicle seats. For example, on fixed route buses, if none of the other passengers are required to wear shoulder belts then neither can the person in the mobility device be required to do so.

Transit operators may establish a policy that requires the seat belt and shoulder harness to be used by all riders, including those who use wheelchairs as well as those who use vehicle seats, if seat belts and shoulder harnesses are provided at all seating locations. In some cases, state law could require an operator to adopt such a policy.

When developing seat-belt-use policies, it must be stressed that Section 38.23(d)(7) prohibits the use of the seat belt and shoulder harness in lieu of securing the wheelchair

itself. If the passenger's wheelchair cannot be secured or cannot be secured adequately to the satisfaction of both passenger and transit personnel, the seat belt and shoulder harness must not be used.

Many state seat belt laws also contain provisions exempting certain types of vehicles (such as buses and taxis) from compliance, as well as exceptions for persons who cannot use a seat belt for medical reasons. Any seat-belt-use policy established by a transit operator should reflect such provisions.

May a transit operator require that wheelchairs be secured in buses and vans?

- Yes, if the transit operator has established such a policy, and the vehicle is required to be equipped with a securement system by 49 CFR Part 38. Section 37.165(c)(3) of the DOT ADA regulations allows a transit operator to establish a policy that requires all riders to have their wheelchairs secured while aboard a transit bus or van. Therefore, the operator may decline to provide service to a rider who refuses to allow his or her wheelchair to be secured.

Alternatively, transit operators may adopt a policy that allows wheelchairs to ride unsecured. If the rider wishes his or her wheelchair to be secured, however, the operator's personnel must provide the requested assistance.

The regulations do not require that rail vehicles be equipped with securement devices; if securement devices are nonetheless provided, their use is optional and at the rider's discretion.

Action Required

To provide a defined policy regarding wheelchair securements, the proposed policy attached to this memorandum provides a framework for requiring all wheelchairs to be secured while riding CAT buses unless there is a defined issue that is not allowing for the securement and that the use of shoulder belts and harnesses are optional due to the fact that passengers sitting in seats are not required to wear seatbelts.

Recommendation

Staff recommends that the Board of Directors adopt the Wheelchair Securement Policy effective July 1, 2021.

Attachment:
Wheelchair Securement Policy

Wheelchair Securement Policy **Effective July 1, 2021**

When boarding the bus, the Operator will:

- Assist passenger to lift the folding bus seat and locate the securement equipment. Use hooks and/or tethers to secure the frame of the mobility device to the bus. Instruct passenger to set the mobility device's brake and turn off power (if powered).
- Offer the use of an optional, adjustable lap/shoulder belt for convenience and comfort. This is not a mandatory requirement.
- Release the securement equipment from the mobility device and assist the passenger to exit.

Policy for Mobility Device Securement on Buses:

- CAT requires that passengers in mobility devices ride with their devices secured while in the bus. All mobility devices must be secured to the floor of CAT buses during transportation. Passengers who do not comply with this policy may be denied transportation, as allowed under the ADA 49 CFR Part 38. Section 37.165(c)(3) of the DOT ADA regulations.
- The policy applies to all mobility devices CAT is able to secure. It does not apply to those devices that cannot be secured. If tie-down equipment does not fit or is broken, the passenger will be allowed to ride.
- CAT bus operators must verify that all mobility devices are secured while the bus is in motion, except as stated earlier. The bus operator must secure the mobility device or must ensure proper securement if it is performed by the passenger or personal care attendant (PCA).
- CAT recommends, but does not require, that the mobility device user utilize lap and/or shoulder belts available on all buses. The bus operator will assist with lap and shoulder belt if desired.
- All CAT buses accommodate wheelchairs, scooters, and similar mobility devices up to 30 inches wide & 48 inches long (based on the available space on the bus).
- The mobility device and passenger together must not exceed the weight limits of the lift or the ramp which is set at 600 pounds. Mobility devices exceeding these limits may be denied access if they create any safety, maneuverability or mechanical problems.
- For their safety, passengers using three-wheeled scooters are strongly encouraged, but not required, to transfer to a regular bus seat whenever possible, as recommended by most scooter manufacturers. The scooter will then be secured in the wheelchair securement area.
- The marking and tether strap program is voluntary, and wheelchairs without markings or straps will be secured to the best of the ability of CAT bus operators. Passengers interested in this program, can call 541.386.4202 or email info@RideCATBus.org.

Operations Report



May

Safety and Statistics

Operations Report

SAFETY AND STATISTICS

SAMSARA SAFETY SCORE

	May	April	March	Feb
Safety Score	99.4/100	99.4/100	99.7/100	99.5/100
Crashes	0	0	0	0
Harsh Events	5	2	4	4
Drive Time	1300:46	1089:20	1081:36	850:45
% over speed limit	0.3%	0.5%	0.2%	0.4%
Miles Driven	43,207	37,209	27,693	27,693

ON TIME PERFORMANCE

	May	April	March	Feb	Jan
Fixed OTP 5 mins	97%	95%	NA	NA	NA
Fixed OTP 15 mins	99%	99%	NA	NA	NA
DAR OTP 5 mins	78%	NA	NA	NA	NA
DAR OTP 15 mins	97%	NA	NA	NA	NA

OTP= On time performance.

On time performance of 5 mins = if the bus is there within 5 mins of the set time its considered on time. On time performance of 15 mins = bus is on time if its there within 15 mins of the

scheduled time

OTHER STATISTICS

	May	April	March	Feb	Jan
Fuel Used (Gas)	2850.16	3348.7	4431.23	3246.24	4097.57
Gas MPG	8.1 Mpg	8.0 Mpg	8.2 Mpg	8.5 Mpg	7.9 mpg
Fuel Used (Diesel)	2737.26	17778.8	155.58	116.79	74.2
Diesel MPG	7.4	5.7	N/A	4.3 MPG	5.2 MPG
Total Fuel Cost	\$14,644.26	\$12,974.50	\$12,016.31	\$7914.97	\$8407.15
Vehicle Repairs	1	0	0	0	0
Customer Complaints	3	0	0	0	0

Driver of The Month:
Rod!

RIDERSHIP

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
City Route											
Rides	386	462	453	505	732	559	564	592	611	542	
Hours	220	220	220	285	285	240	204	264	269	281.5	
Boarded Ride/ Hour	1.75	2.1	2.05	1.77	2.6	2.3	2.8	2.3	2.3	1.9	
DAR											
Rides	119	249	327	424	348	227	223	296	304	488	
Hours	242	242	242	230	230	190	153	230	230	241.5	
Boarded Ride/ Hour	.5	1.02	1.35	1.84	1.5	1.2	1.5	1.3	1.3	2.1	
Cascade Locks											
Rides									110	91	
Hours									83	87.5	
Boarded Ride/ Hour									1.3	1.1	
Upper Valley											
Rides	146	160	364	374	522	386	347	477	526	634	
Hours	94	94	94	167	167	140	102	167	214	224.7	
Boarded Ride/ Hour	1.55	1.7	3.9	2.4	3.1	2.7	3.4	2.9	2.5	2.9	
The Dalles											
Rides	138	96	126	94	147	135	128	195	223	210	
Hours	55	55	55	92	92	77.5	68	92	104	108	
Boarded Ride/ Hour	2.5	1.75	2.3	1	1.6	1.8	1.9	2.1	2.1	1.9	
Columbia Gorge Express											
Rides	267	167	351	291	247	294	284	471	698	1047	
Hours	220	220	220	510	510	450	437	589	540	558	
Boarded Ride/ Hour	1.19	.75	1.6	.6	.48	.62	.65	0.8	1.3	1.9	
Weekend Trolley											
Rides									47	131	
Hours									72	95	
Boarded Ride/ Hour									0.7	1.4	
Seasonal Service											
Rides	NA	NA	NA	NA	446	1257	854	550	0	1022	
Hours	NA	NA	NA	NA	195	398	362	324	0	139	
Boarded Ride/ Hour	NA	NA	NA	NA	2.3	3.2	2.4	1.7	0	7.5	
All Routes											
Rides	1056	1134	1621	1688	2442	2858	2400	2,581	2,519	4165	
Hours	831	831	831	1284	1479	1495.5	1173	1,636	1,441	1,725	
Boarded Ride/ Hour	1.27	1.37	1.95	1.3	1.6	1.9	2.1	1.6	1.8	2.4	

Memo

To: Hood River County Transportation District Board of Directors
From: Patricia Fink
Date: 06/16/2021
Re: Sick Leave Accrual

Background

During the Executive Session last month, questions regarding the sick leave accrual and pay out at the end of employment with the District were raised by the Board. Staff was asked by the Board to provide an overview of current policies, current accrual and offer up some sick leave accrual/payout options.

The current policy is that employees do not receive a pay out for any sick leave accrued during their employment. The accountant was asked to do an analysis of current accrued sick leave. As of 5/15 – the total accrued hours for sick leave was 2347 hours, or a liability of \$58,007. The number of accrued hours was less than in previous years, in large part due to COVID, and the number of employees using their sick leave to cover allowed Emergency Family Medical Leave. Of the total over half was for exempt office employees, most of who continued to work through COVID.

All HRCTD employees accrue 8 hours per month (96 hours per year) of sick leave up to a maximum 360 hours of sick leave.

Oregon BOLI requirements are 1 hour of protected sick time for every 30 hours worked up to 40 hours per year.

Options

Very few employers pay out the full sick leave benefits at the end of service. In lieu of full payout some options are available.

1. 50% pay out – typically has a “years of service” clause. Often cash out is tied to employer retirement plans; payouts directly to employees are often less.

2. Employees can opt to cash out a portion of their sick leave at the end of each year. (Cash out rate is usually portion of total. Most employers require a minimum number of hours remain in the bank, e.g. Oregon required 40 hours).
3. Paid Time Off (usable for holiday, vacation & sick). Moving to a Paid Time Off (PTO) option employees typically lose overall hours. For instance, our current rate is 64 holidays, 80 vacation and 96 sick leave for a total of 240 hrs. (6 weeks). A PTO option might offer 160 total hours (4 weeks), but unused PTO would be eligible for cash out at the end of employment.

Action Required

No action is required at this time.

Recommendation

Staff recommends that the Board maintain the existing policy through FY21-22 and review options with the renewal of the Union contract. The Board may also want to select a couple of viable options, do a cost comparison and ask staff to review preferences with employees.



Columbia Area Transit



Transit Master Plan Update Kick Off Meeting
6-16-2021

Purpose

- Strengthen Key Areas of Focus From Existing TMP of 2017
- Developing strategies to address gaps & opportunities through regional coordination
- Maintain safe, efficient and community-oriented system
- Engage/empower & strengthen the voice of diverse groups of riders and stakeholders
- Integrating land use, economic development and local partnerships



Approach

- ▶ Put passenger first
- ▶ Reach out and listen to the community
- ▶ Identify partnership opportunities
- ▶ Support regional integration
- ▶ Identify short-term improvements with long term vision
- ▶ Implementation-focused results



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Task 1

- ▶ Task 1: Project Management – Patty, Lead
 - ▶ Formation of Project Management Team
 - ▶ Project Kick Off
 - ▶ Formation of Community Advisory Committee
 - ▶ Use of Transit Master Plan Board Committee



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Task 2

- ▶ Task 2: Existing Conditions – Amy, Lead
 - ▶ Review of Data
 - ▶ Update & Key Assessment of Existing Policies
 - ▶ Provide System Assessment Based on Local Service Areas & Regional Corridors
 - ▶ Five or six planned areas/corridors (Hood River East, Hood River West, Cascade Locks, Upper Valley, I-84 and SR-35)



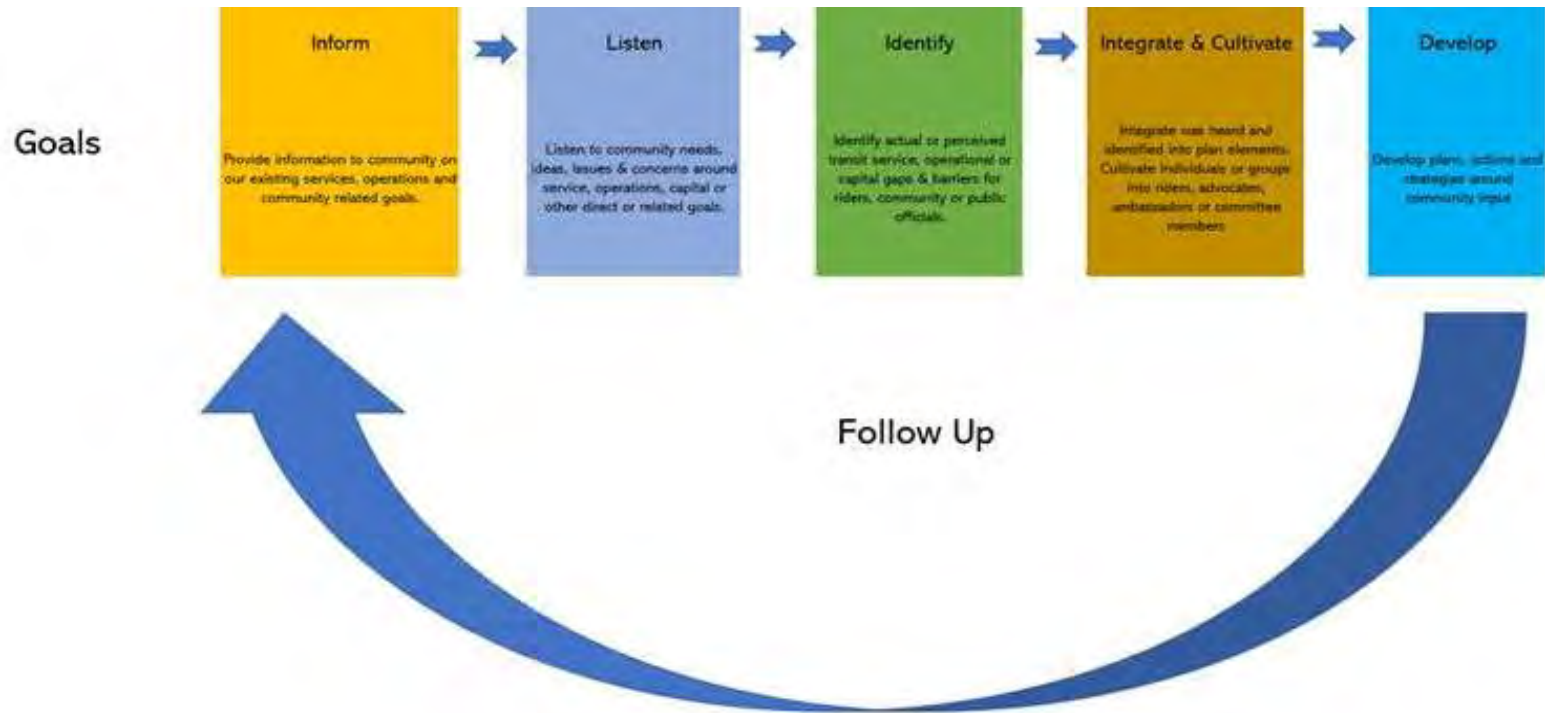
Task 3

- ▶ Task 3 Community Involvement – John, Lead
 - ▶ Community Engagement Plan
 - ▶ 6 Community Based Participatory Outreach
 - ▶ Contractor to assist with outreach & production
 - ▶ 3-4 Community Stakeholder Meetings
 - ▶ Draft TMP Update – Community Review, Input, Support & Action Memorandum
 - ▶ Onboard & Online Community Surveys
 - ▶ Mapionnaire & Survey Monkey



CAT

Public Engagement Process



Task 4

- ▶ Task 4 Review of Goals and Objectives for Transit System – John, Lead
 - ▶ Develop revised goals and objectives
 - ▶ Establishment of performance measures



Task 5

- ▶ Task 5 Service & Regional System Enhancements & Coordination – Ty, Lead
 - ▶ Uses data from Tasks 3 and 4
 - ▶ Service Development Plan for 5 years
 - ▶ Alternative service delivery
 - ▶ Title VI Analysis
 - ▶ Table of Operational Improvements



CAT

Task 6

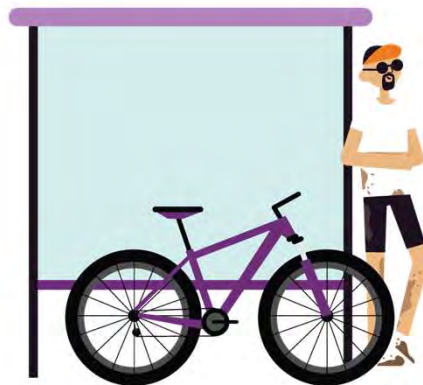
- ▶ Task 6 Land Use – Amy, Lead
 - ▶ Consultant assistance
 - ▶ Uses data from Tasks 3 and 4
 - ▶ Memorandum on land use with policy and project area definition by each planning area/corridor
 - ▶ Recommendations to Hood River, Cascade Locks, Hood River County to include transit planning in their land use planning process



CAT

Task 7

- ▶ Task 7 Transit Supportive Strategies (Marketing, Technology, Amenities & Other Mode Options) Amy, Lead
 - ▶ Uses data from Task 3
 - ▶ Marketing, passenger amenities and comfort section to highlight transit supportive strategies
 - ▶ Bus stop standards for Cascade Locks, Hood River, Hood River County & ODOT



Task 8

- ▶ Task 8 Vehicle & Facility Needs - Ty, Lead
 - ▶ Uses data from Task 7
 - ▶ 5 Year Capital Investment Strategy
 - ▶ Fleet Replacement Plan



 **CAT**

Task 9

- ▶ Task 9 - Financial Plan, John, Lead
 - ▶ 5 Year Financial Plan
 - ▶ Recommendations on how to expand using new funding sources



CAT

Task 10

- ▶ Task 10 Plan Preparation, Review and Adoption – John, Lead
 - ▶ Detailed and action oriented plan outlining the next 5 years
 - ▶ Combine all 9 tasks into final TMP
 - ▶ Associated Implementation Plan by year
 - ▶ Associated Budget Priorities Plan
 - ▶ 5 Year Capital Investment Strategy
 - ▶ Fleet Replacement Plan



CAT

Timeline

Task	Start Date	End Date
Task 1	5/15/2021	11/30/2022
Task 2	7/2/2021	5/1/2022
Task 3	7/1/2021	6/30/2022
Task 4	1/1/2022	2/28/2022
Task 5	5/5/2021	3/31/2022
Task 6	5/1/2021	8/30/2022
Task 7	4/30/2022	8/30/2022
Task 8	4/30/2022	9/30/2022
Task 9	4/30/2022	9/30/2022
Task 10	8/1/2022	11/30/2022

The logo features a white silhouette of a cat's head in profile, facing left, positioned to the left of the letters "CAT" in a bold, white, sans-serif font.

Thank you!



CAT

Columbia Area Transit Community Engagement Plan Outline

Goal: *This Public Involvement Plan will guide stakeholder and public involvement during the development of the HCRTD Transit Master Plan process. The Plan describes fundamental objectives and activities that CAT will implement to ensure that interested parties have adequate opportunities to provide meaningful input to the process and broad outreach is conducted to reach and hear from key stakeholders and partners that are in Hood River County or that has a connection to provide a benefit to Hood River County residents and visitors.*

- **Introduction**
- **Project Overview**
 - Use language from the TMP Outline
- **Public Involvement Objectives and Tools**
 - Dedicated webpage within rideCATbus.org/TMP
 - Email lists for PMT, CAC, interested stakeholders
 - Newsletters via Mailchimp
 - Rack cards
 - Press releases
 - Workshops
 - Project boards
 - Breakout groups (Land Use, Tourism, Routing, Needs, Financing)
 - Check in with Board of Directors
 - Presentations to Hood River, Hood River County and Cascade Locks.
 - Stakeholder meetings – one on one
 - Public meetings in project areas
 - Surveys – Mapiionnaire, SurveyMonkey, Onboard, Telephone?
 - Social media – Facebook, Twitter, Instagram, You Tube
 - Tabling
 - Community fair in project areas
 - Onboard bus meetings
 - Online maps via Remix
- **Critical Success Factors**
 - What will make the implementation of the TMP successful?
- **Roles and Responsibilities**
 - CAT Staff (Executive Director, Assistant Executive Director, Planning & Development Manager, Operations Manager)
 - Project Management Team
 - Community Advisory Committee
- **Timeline of Deliverables**

○ Public Engagement Plan	9/30/21
○ 6 Participatory Meetings Completed	6/30/22
○ 3-4 Stakeholder Meetings Completed	6/30/22
○ Online & Onboard Surveys Completed	6/30/22
○ 6 Community Draft Update Meetings	10/31/22
○ Board Final Review & Adoption	11/30/22

- **Identifying Stakeholders**

- Anyone with a vested or potential vested interest in HRCTD activities, including not limited to:
 - Local governments – Hood River County, Hood River, Cascade Locks
 - Planning commissions
 - PBOT, Cities of Troutdale, The Dalles, Mosher, Wasco County
 - Port of Hood River, Port of Cascade Locks, Port of Portland
 - TransLink
 - ODOT, WSDOT
 - Regional planning entities (Metro, Gorge Commission, SWWA RTC, Region 1 ACT)
 - Transit providers: TriMet, Clackamas County, Multnomah County, Sandy, Klickitat County, Skamania County, The Link
 - MCEDD
 - US Forest Service
 - Tribal Representatives
 - OR State Parks
 - Hood River Valley Parks and Recreation
 - Hood River Library
 - Travel Oregon
 - Local employers
 - Mt. Hood Meadows
 - Timberline
 - Thunder Island Brewery
 - Safeway
 - Rite Aid
 - Walmart
 - US Post Office
 - Instu
 - Providence Hospital
 - Cardinal Glass
 - Mid Valley Market
 - McIsaac's Market
 - Canneries/Farms
 - Social and Human service agencies
 - Mt. Hood Town Hall
 - The Next Door
 - Visit Hood River
 - One Community Health
 - United Way
 - Local and regional non-profits
 - One Gorge
 - Columbia Gorge Tourism Alliance
 - Churches/Temples/Houses of Worship
 - Service Clubs – Rotary, Elks, Lions, etc.
 - Bicycle and Pedestrian Advocates
 - Community College District, School District

- **Decision Making Framework**
 - Board - Decide
 - PMT - Recommend
 - CAC – Advise
- **External Project Communications**
 - Overall message
 - Collaboration with local agencies